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DEPARTMENT OF EMPLOYMENT AND TRAINING

STATE OF MARYLAND
1100 N. EUTAW STREET
BALTIMORE, MARYLAND 22101

OFFICE OF THE SECRETARY
(301) 333-5070

WILLIAM DONALD SCHAEFER
GOVERNOR

R. MALCOM-RODGERS
SECRETARY

January 1987

The Honorable William Donald Schaefer
Governor of Maryland
State House
Annapolis, Maryland 21404

Dear Governor Schaefer:

I am pleased to present the 1987 Annual Report of the Department of Employment and Training. This report is designed to provide members of the executive and legislative branches of Maryland government an overview of this department's activities over the year on behalf of the State's labor force and employer communities.

While this report reflects continued economic growth and resulting low unemployment rates, a word of caution is in order. In spite of a favorably low unemployment rate on a statewide basis, pockets of high unemployment in different geographic areas of Maryland persist, incidences of structural unemployment remain stubbornly high and the loss of high-paying manufacturing jobs continues to mount. One of the major employment and training challenges of the next decade and beyond should be the extension of the benefits of full employment to those most in need.

I am confident that your vision of an employment and training system as an integral part of an aggressive and dynamic economic development program for Maryland offers great hope and positive advancement for those citizens of Maryland who want and need to work.

Sincerely,

R. Malcolm-Rodgers
Secretary

Enclosure

RMR:ct

Department of Employment and Training

1987 STATE PLAN
AND
ANNUAL REPORT

Baltimore, Maryland 21201
January 1987

MARYLAND STATE
DEPARTMENT OF EMPLOYMENT AND TRAINING

The Honorable William Donald Schaefer
Governor

The Honorable Melvin A. Steinberg
Lieutenant Governor

R. Malcolm-Rodgers
Secretary

Jerry F. Blount
Acting Assistant Secretary
Unemployment Insurance Administration

Joseph D. Burruss
Assistant Secretary
Office of Administration

Dale M. Ziegler
Assistant Secretary
Job Training and Placement Administration

Alexander Wright, Jr.
Principal Counsel
Office of the Attorney General

Preface

This is the fourth Department of Employment and Training (DET) Plan and Annual Report. The document records the program activity of the past state fiscal year (SFY '86), highlights, initiatives planned for the year ahead, details labor market activity in the state's twenty-four political subdivisions, and describes the organizational structure and types of programs operated by the department.

This plan duly notes Maryland's continued improving economy and resulting lower rates of unemployment. However, as the transmittal letter to the Governor and the mission statement warns, we cannot let current low unemployment gloss over the persistent problems which face us. These include a continuing high level of unemployment among minority groups and youth as well as the relatively new challenge of assisting dislocated workers in finding new career opportunities. These issues and others are addressed in this report.

In detailing departmental initiatives and achievements this document meets the requirement of Maryland law which stipulates that each department submit an annual report to the Governor and Legislature. Within this report the major sections include:

The Mission of the Department, which states why the department was created and, in broad terms, what the agency does to maintain and increase its positive impact on the state's labor force and economy;

An Historical Overview of employment and training programs in Maryland which affords the reader an understanding of the development and progress of employment and training programs during the last eight decades;

The Departmental Structure, which describes the individual units which comprise the department, so that the reader can understand the functions of individual administrations and offices within the agency;

Budget Information, which explains departmental funding sources and how the funds are allocated for services;

Highlights of the accomplishments of the past year and Initiatives planned for the future;

Local Employment and Training Facts, which focus on the impact DET local offices and programs have on economic and labor market conditions in Baltimore City and the 23 counties of Maryland;

Major issues challenging DET including those workers known as "dislocated" who have lost jobs in declining industries and the continuing problem of high levels of minority unemployment; and

Program Descriptions, which report on activity for SFY '86 of the Unemployment Insurance Administration, the Maryland Job Service, the Job Training Partnership Act, and the Maryland Apprenticeship and Training Council.

Table of Contents

Preface vii

Secretary's Policy Statement on Equal Opportunity x

Equal Opportunity Standards 1

Mission 3

Historical Overview 6

Departmental Structure 9

Budget Information 13

Highlights 17

Initiatives 23

Coordination Report 29

Employment and Training Issues 33

- Patterns in Unemployment Among Blacks in Maryland 33
- Patterns of Reemployment Among Dislocated Workers 36

State and Local Employment and Training Facts 41

Program Descriptions 71

- Unemployment Insurance 71
- Maryland Job Service 97
- Job Training Partnership Act 109
- Maryland Apprenticeship and Training Council 125

Appendix 129

Department of Employment and Training

The Secretary's Policy Statement on Nondiscrimination in Employment and Services

All programs, policies, procedures and activities conducted by and through the Department of Employment and Training, its employees, contractors and subcontractors shall be conducted without regard to race, color, national origin, sex, age, religion, marital status, political affiliation or mental or physical handicap.

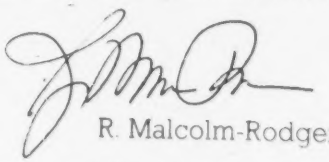
The department will provide for the review and monitoring of personnel activities (such as new hires, reclassifications, transfers, and promotions) to ensure the equitable consideration of minority, female and handicapped applicants.

Where under-utilizations are found, the department will initiate appropriate affirmative action measures to attract, hire, and promote minority, female and handicapped employees and applicants.

Also, any employee who is aware of or an object of discrimination by another employee or a policy or practice of the department should notify the appropriate supervisor, Equal Opportunity Liaison or the Equal Opportunity Office.

It shall be the responsibility of all administrators, managers and supervisors to disseminate this policy to all persons under their authority and conspicuously post this policy in offices and client waiting areas.

It shall also be the responsibility of each administrator, manager and employee to maintain a work and service atmosphere free of discrimination.



R. Malcolm-Rodgers

Secretary

Equal Opportunity Standards

The Department of Employment and Training is administered in accordance with equal opportunity goals established by both state and federal laws. All departmental programs are subject to these laws and regulations. Below are brief summaries of the major laws and regulations that affect the programs of the department and its subcontractors.

Article 49B Annotated Code of Maryland:

Prohibits employment discrimination on the basis of race, color, sex, national origin, ancestry or religion, age, marital status, or physical or mental handicap.

Governor's Code of Fair Practices (Executive Order 01.01.1976.05):

Prohibits improper discrimination on the basis of race, color, creed, sex, age, national origin, political or religious affiliation, marital status, or physical or mental handicap with respect to state employment and requires the establishment and implementation of affirmative action plans.

Executive Order 11246, as amended by Executive Orders 11375 and 12086:

Prohibits discrimination in employment by federal contractors and subcontractors on the basis of race, color, religion, sex or national origin and requires covered contractors to practice affirmative action.

Title VI and Title VII of the Civil Rights Act of 1964, as amended:

Prohibits employers from discriminating against individuals on the basis of race, sex, religion, color, or national origin, and also covers illegal sexual harassment.

The Age Discrimination in Employment Act of 1967 (ADEA), as amended:

Prohibits employers from discriminating against employees and applicants for employment who are between the ages of 40 and 70 because of their age.

The Fair Labor Standards Act (FLSA):

Establishes standards for minimum wages, equal pay, overtime, and child labor. An equal pay standard was added in 1964 as an amendment to the FLSA by way of the Equal Pay Act of 1963.

The Equal Pay Act:

Prohibits sex discrimination in compensation by barring employers from paying any employee "at a rate less than the rate at which he/she pays wages to employees of the opposite sex in such establishment for equal work on jobs the performance of which requires equal skill, effort, and responsibility and which are performed under similar working conditions."

Title IX of the Education Amendments of 1972:

Prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance.

Vietnam Era Veterans Readjustment Act of 1974:

Requires affirmative action to hire qualified disabled veterans and veterans of the Vietnam era.

Age Discrimination Act of 1975:

Prohibits age discrimination in programs receiving federal financial assistance.

The Rehabilitation Act of 1973, as amended (Sections 503 and 504):

Requires that covered employers provide equal employment opportunities for qualified handicapped individuals.

Mission

The primary mission of the Department of Employment and Training is the development and placement of Maryland's unemployed into the labor force in jobs commensurate with their skills and abilities. The Department views this mission as an action mandate. Maryland's economic climate is becoming more technical and sophisticated as new jobs emerge that require new skills and faculties. This combination of factors requires the Department to develop and promote workers with those skills. The vitality of Maryland's workforce is crucial to the State's continuing economic prosperity. The mission of the Department of Employment and Training (DET), therefore, is to proactively assist in the development and maintenance of Maryland's workforce, their job skills, and their placement, according to need and demand, into the business marketplace.

Legislatively, the Department is empowered to distribute Federal funds and to monitor and evaluate the administration of the Job Training Placement Act (JTPA); to operate the no-fee public personnel placement service, the Maryland Job Service (JS); to act as the honest broker in the collection of unemployment insurance (UI) taxes and the payment of unemployment insurance benefits according to the Maryland Unemployment Insurance Law (Article 95A); to promote the use of apprenticeship as an excellent means for employers to develop skilled trade labor resources through the Maryland Apprenticeship and Training Council (MATC); and to develop appropriate labor market information by statistically researching and analyzing Maryland's job market and labor force to ensure that workers are being trained for productive employment.

The focus of the mission is manifested in a number of issues and initiatives:

to coordinate the marketing of Maryland's workforce with State, city, and county economic development agencies;

to maintain and enhance vocational training opportunities and capabilities with community colleges and local boards of education;

to explore and programmatically develop innovative methods of leveraging Federal dollars with State and local training funds—both scarce resources—to develop a skilled workforce meeting the needs and challenges of Maryland's business community;

to serve dislocated workers through a composite of programs, including unemployment insurance benefits, Title III Job Training Partnership Act (JTPA) funds, and Trade Adjustment Assistance (TAA) funds;

to minimize claimant fraud within the unemployment insurance system and, when discovered, to pursue lawful recovery of these monies;

to increase the efficiency and accuracy of the new automated unemployment insurance benefits payment system;

to maintain the fiscal integrity of the Maryland Unemployment Insurance Trust Fund by maintaining a high collection percentage of total available employer contributions and ensuring that only eligible claimants receive benefits;

to devise new and innovative employment programs for youth—the future workforce of Maryland;

to promote and develop summer and part-time employment opportunities for working age youth, particularly those with financial needs to remain in school;

to inform and advise youth about the world of work and local employment opportunities in cooperation with the local educational systems;

to anticipate continued growth in the economy and a decrease in the size of the workforce for existing business as increased efficiency and advanced technology are introduced;

to provide access into the economic mainstream for "hard to serve" clients;

to enhance labor market information technology in order to improve job growth projections and to know in which industries such growth is occurring;

to coordinate services for the mentally and physically handicapped with public and private agencies;

to promote the placement of skilled ex-offenders;

to serve as the information and access focal point

for employers with manpower resource requirements,

to work closely with the social services network to improve the employability skills and job opportunities of welfare recipients,

to maintain a vibrant veterans employment program,

to work closely with the Governor's Employment and Training Council (GETC), the State Advisory Council for Vocational Education (SACVE) and other similar councils, boards and commissions to continually improve the quality of Maryland's workforce, and

to expand the use of apprenticeship training skills development.

Many Maryland citizens have been able to partiei-pate in the invigorated economic growth in Maryland as unemployment declined throughout the mid-1980's. The framework within which this growth has occurred, however, has not impacted on all Marylanders equally. Persistent high unemployment continues in select geographic areas—particularly Western Maryland and the lower Eastern Shore, structural unemployment remains stubbornly high and the erosion of Maryland's traditional industrial base, long a source of relatively high-paying jobs, continues. Each of these areas has not enjoyed the successes of the revitalized Maryland economy, sustaining the notion that Maryland's economy is one in transition, from industrial to high technology and professional service. Unless the State continues to reinforce its economic strengths, competition will assuredly arise from other states with an equally adept workforce.

It must be remembered that the upsurge in business growth has occurred in the face of favorable economic conditions. Even relatively minor shifts in the economic tides—recessionary pressures resulting from a tightening of the money supply, a continuing sustained imbalance in foreign trade, or the implementation of business incentives in other states which might lure existing Maryland business to those states—could make Maryland's currently strong economic boom fragile. Maryland must be able to develop strategies while times are good to ensure that the Maryland economy is capable of sustaining its position and even improving upon it. The goal must be that if any Marylander wants employment in the Year 2000, that opportunity will exist and the individual will possess the requisite skills to be successful at that job. Therefore, Maryland cannot presume that its economic development and human resource development efforts are complete.

Private industry and public agencies must continue their vigorous efforts to develop for Maryland citizens the greatest possible economic opportunity. This development is comprised of a multitude of variables that must be attended to, both individually and collectively, to deliver success. The same elements that produce the individual match of a job seeker with an employer must be present on a larger scale to provide an industry composed of thousands of career opportunities with a work force prepared to avail itself of those opportunities. Just as an individual must coordinate his or her mental and physical abilities to proceed along a chosen career path, Maryland must do the same to realize its full economic potential. The mission of the Department of Employment and Training is to facilitate, to guide, and to serve both the individual and the collective destiny.

LEGAL AUTHORITY FOR
DEPARTMENT OF EMPLOYMENT AND TRAINING

Maryland Annotated Code, Article 41

	U.S. Congress	Maryland General Assembly
Job Training Partnership Act	Job Training Partnership Act	Maryland Annotated Code Article 100
Governor's Employment and Training Council	Job Training Partnership Act	Maryland Annotated Code Article 100
Job Service	Title III Social Security Act	Maryland Annotated Code Article 95 A
Maryland Apprenticeship and Training Council	National Apprenticeship Act	Maryland Annotated Code Article 41
Unemployment Insurance	Title III Social Security Act	Maryland Annotated Code Article 95 A

Historical Overview

1903
The Maryland General Assembly creates the state's first Employment Service. It is placed under the jurisdiction of the State Board of Labor and Statistics. Within a few years the Board operates Employment Service offices in Baltimore, Hagerstown, Cumberland and at itinerate points on the Eastern Shore.

1917
During World War I, 26 state services and additional offices established by the Federal government are incorporated into the first United States Employment Service. Its mission is to help allocate the nation's manpower in accordance with wartime production needs. As federal support withdrew after the Armistice, the national organizational structure collapsed.

1933
As one of the first steps in the "New Deal," the Wagner/Peyser Act is signed on June 6. It provides for establishment of state Employment Services. The assignment is to confront the need of 15 million unemployed by registering and classifying them for jobs with private employers and on federal work relief projects such as the Civilian Conservation Corps (CCC). In Maryland the Act establishes the National Re-employment Service.

1935
The Social Security Act becomes law. Title III of the act establishes the federal/state unemployment compensation system and provides funding for state Employment Services.

1936
The Maryland State Employment Service (MSES) is established by an Act of the Maryland General Assembly meeting in Extraordinary Session. MSES assumes the responsibilities conducted since 1933 by the National Reemployment Service. In December, the Maryland Unemployment Law is also passed.

1937
The U.S. Congress adopts the National Apprenticeship Act. The law calls for the promotion of apprenticeship through the Bureau of Apprenticeship and Training of the U.S. Department of Labor. States are encouraged to establish their own agencies.

1938
As of January 1, the first unemployment compensation (UC) benefits are payable in Maryland. In 13 months (since December, 1936) the UC Division is organized, personnel are hired and trained, the program is publicized, liable employers are sought out and advised of reporting and tax payment responsibilities, forms are designed, printed and distributed, and procedures are developed for receiving tax payments and for taking and processing benefit claims.

1942
Maryland Governor Herbert J. O'Conor loans the Maryland State Employment Service to the federal government to be operated by the War Manpower Commission. The move, effective January 1, gives the Employment Service the sole responsibility for

directing all available help into war plants and the only way the average job seeker can find employment is as directed by the Employment Service.

1944
Congress passes the Servicemen's Readjustment Act which, among other things, establishes the 52/20 program. It provides returning veterans with $20 of unemployment compensation benefits per week for up to 52 weeks.

1946
On November 15, the Maryland State Employment Service returns to state control. This marks the end of federal control during World War II under the War Manpower Commission.

1950
Under provisions of the Vocational Rehabilitation of Disabled Veterans (DAV) Law the Employment Service cooperates with the Veterans Administration to place DAVs in gainful employment.

During the same year the Federal Office of Education and the Employment Service agree to provide a full range of services to youth and secondary schools. Services include labor market information, employment placement and counseling, aptitude testing, job development, services to drop-outs, placement in part-time and summer jobs, and cooperation in workstudy programs.

1954
Employment opportunities for the handicapped are enhanced by passage of the Vocational Rehabilitation Act. The Employment Service establishes a cooperative relationship with the state Division of Vocational Rehabilitation and designates at least one employee in each office to provide counseling and placement services to the handicapped.

1961

Responsibility for identifying areas which can be designated for redevelopment based on substantial and persistent unemployment is assigned to the Employment Service under the Area Redevelopment Act.

1962

Hallmark legislation for employment training becomes law on March 5 under the Manpower Development and Training Act (MDTA). It provides for occupational training and retraining, either institutional or on-the-job, for unemployed and underemployed workers who cannot reasonably be expected to secure full-time employment without such training. The Employment Service cites shortage occupations, develops an applicant pool, initiates training programs, refers to training and places trainees in jobs.

During the same year the Maryland Apprenticeship and Training Council is established as a seven member board appointed by the governor. Its duty is to promote and protect the integrity of the apprenticeship system.

Also, the Trade Expansion Act calls upon the Employment Service to provide full services to workers adversely affected by foreign trade agreements.

1963

An Apprenticeship Information Center is established at the local Employment Service office in Baltimore. It publicizes information to high school students, labor and employer associations and the minority community. The center refers qualified applicants to apprenticeship openings.

1964

The Job Corps, which offers young people opportunities for education, vocational training, and useful work experiences in conservation camps and training centers and the Neighborhood Youth Corps (NYC) for out of school applicants is established by the Economic Opportunity Act.

Employment Service offices are specifically mentioned in the Civil Rights Act to require that all services are provided without regard to race, color, creed, sex or national origin.

1966

Opportunities Industrialization Center (OIC) opens in Baltimore. Unlike other employment training programs, OIC begins as a locally sponsored, black, self-help effort rather than a federally funded program. After demonstrated success, Mayor Theodore R. McKeldin seeks the help of area business leaders to further enhance program opportunities.

1968

The Maryland Employment Service pilots the national model of the Job Bank. It is the first computer assisted placement operation in any state Employment Service in the nation. The computerized central depository of job openings and available manpower is so successful that it is initiated by 100 cities across the nation in the next three years.

1970

As part of the streamlining of Maryland government, the Department of Employment Security is placed with the Department of Social Services into the newly created Department of Employment and Social Services (DESS). In all, 140 different state agencies are made into 12 departments under cabinet-level secretaries. DESS is later renamed the Department of Human Resources (DHR).

1971

Amendments to the Social Security Act provide that the operation of the Work Incentive Program (WIN) be administered by the Employment Service. The program is designed to increase the employability of adults and out of school children, 16 and over, who are currently receiving AFDC (Aid to Families with Dependent Children).

1973

A year of transition for employment and training programs during which the Manpower Development and Training Act (MDTA) is replaced by the Comprehensive Employment and Training Act (CETA). One significant change is a shift in program responsibility from the federal to state and local governments. The program provides temporary subsidized jobs, classroom and on-the-job training, counseling and supportive services.

1982

The Unemployment Insurance (UI) Division of the Employment Security Administration (ESA) leads the nation in implementation of the Model Tax Accounting System. This new, automated method for collecting UI taxes, coupled with a "lock box" system for swift deposit of funds, makes the Maryland agency a national leader in the performance and management of tax programs.

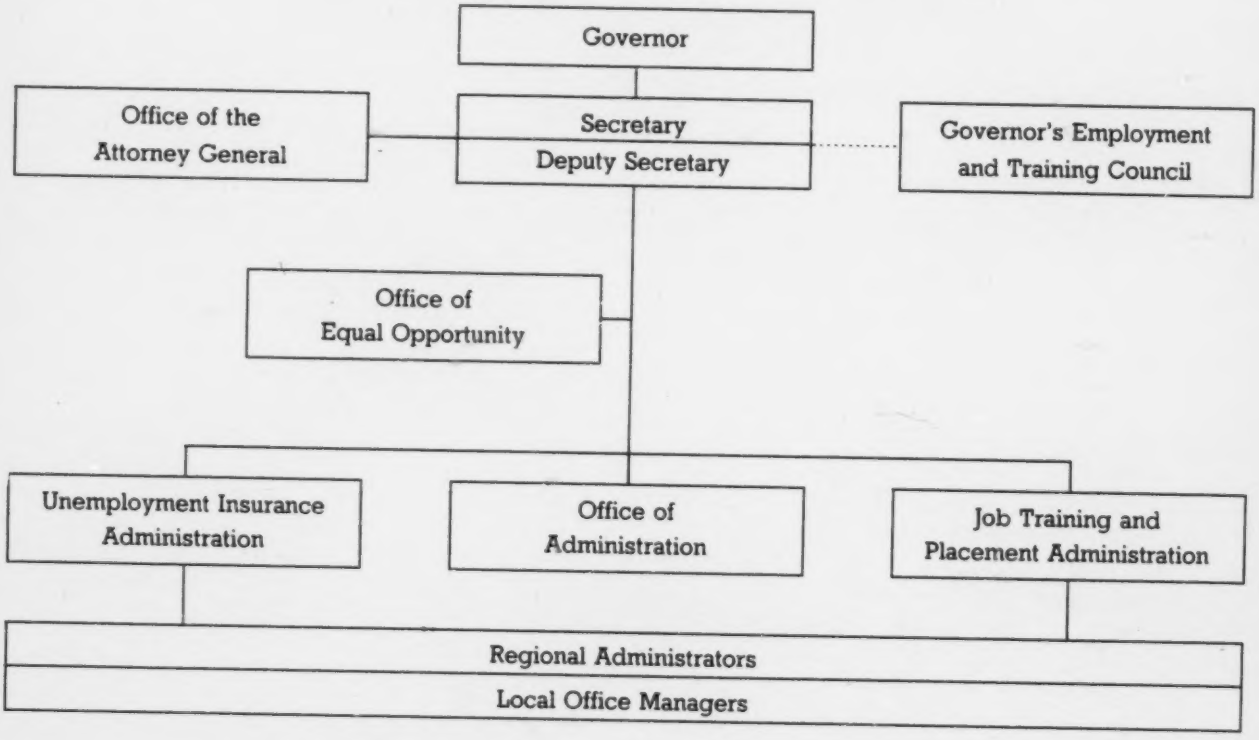
1983

A hallmark year for both national and Maryland employment and training programs. On May 10, Governor Harry Hughes signs legislation creating the Department of Employment and Training. The new department is a consolidation of employment-related programs formerly under the responsibility of the Departments of Human Resources and Licensing and Regulation. The Maryland General Assembly passes the Maryland Job Training Partnership Act (JTPA). Coupled with federal legislation, the JTPA replaces CETA (Comprehensive Employment Training Act).

Departmental Structure

The department's primary responsiblity is the coordination of the state's public and private resources in the area of employment and training and administration of Maryland's Unemployment Insurance Administration (UI) programs. Thus, the secretary acts as the governor's advisor on all matters relating to the state's employment, training and UI efforts and has the full range of authority over the department and all of its administrative units. The management units of the department are

Maryland Department of Employment and Training



Unemployment Insurance Administration

The Unemployment Insurance Administration (UIA) fulfills the Department of Employment and Training's (DET) responsibilities under the Maryland Unemployment Insurance law. The law establishes the framework for a fair and equitable unemployment compensation system in Maryland. UIA's primary functions are to pay benefits to workers who become unemployed through no fault of their own, promptly notify those individuals determined ineligible for compensation, collect unemployment insurance tax contributions from employers, and provide appeals hearings for employers and claimants of determinations made at lower administrative levels.

Four major divisions comprise the UIA.

1. The Benefits Division administers the application for and processing of Maryland claims, the adjudication of claims, detection and prosecution of fraud, collection of benefit overpayments, review of local offices to ensure compliance with state and federal adequacy standards, and maintenance of the Work Sharing Program.

2. The Contributions Division establishes employer tax accounts and assigns rates, charges benefits, collects taxes on each account, and is responsible for the collection of all delinquent accounts. It also maintains the Unemployment Insurance Trust Fund.

3. The Special Programs Division oversees Interstate, Combined Wage, and federal unemployment benefit programs which include the Trade Adjustment Act (TAA), Unemployment Compensation for Ex-Service persons (UCX), Unemployment Compensation for Postal Employees (UCPE),

Unemployment Compensation for Federal Employees (UCFE), Disaster Unemployment Assistance (DUA), and the Airline Deregulation Act (ADA).

4. The Appeals Division reviews, upon request by affected claimants and employers, benefit and tax determinations made by the Unemployment Insurance Administration. The division is divided into Lower and Higher Appeals. All requests for review of determinations, excepting labor disputes, are heard by Hearing Examiners in the Lower Appeals Division. Further appeals may then be heard by the Board of Appeals, a three-member panel empowered to review decisions of the Lower Appeals Division. The Appeals Division is judicially independent of the Unemployment Insurance Administration and the Department of Employment and Training.

Office of Administration

Administration is charged with the responsibility of directing, coordinating, and evaluating the delivery of administrative services for the Department of Employment and Training. The Office of Administration's primary functions are to coordinate public information; to administer the budgeting and accounting processes; to process all procurement requests and to monitor agency contracts; to maintain office facilities, equipment, and security; to provide technical expertise in recruiting, classifying, training, and counseling employees; to collect, analyze, and disseminate labor market information; and to administer information processing functions.

The Office of Administration is comprised of seven divisions and units.

1. The Office of Government and Community Relations serves as coordinator of public information and community relations. This function involves media relations, publications development and coordination, audio visual services, and internal information. Its community relations functions extend to constituent relations, often involving elected representatives.

2. The Division of Budget and Finance administers the budgeting process, the financial arrangement process, and the financial reporting process.

3. The Contracts and Procurement Unit is responsible for the overall procurement procedures for the department, as well as monitoring the department's contractual agreements.

4. The Division of General Services is responsible for the maintenance, refurbishment, and repair of the department's owned and leased office facilities; the control of inventory, equipment, and furnishings acquired by the department; the security of departmental facilities; and the operation of supplemental support functions, such as the mailroom, supply room, and print shop at the principal facility.

5. The Division of Management Information Systems has administrative responsibility for planning and coordinating the department's management information, data processing, and office automation systems.

6. The Division of Personnel and Training is charged with the responsibility of recruiting, retaining, classifying, counseling,and training of employees and with maintaining good employer-employee relations.

7. The Research and Analysis Division is responsible for maintaining and administering a comprehensive Labor Market Information (LMI) system.

Job Training and Placement Administration

The Job Training and Placement Administration (JTPA) has been established to fulfill the Department of Employment and Training's responsibilities in employment and training services, including the state's labor exchange operations, job training programs,and other job-finding functions such as counseling and job club workshops. These services are authorized under the Federal Job Training Partnership Act, the Wagner/Peyser Act and other employment-related legislation. While federal funds are the backbone of the state's employment and training system, state funds, such as those supporting the Apprenticeship and Training Council operations, are also utilized to support these efforts.

The Administration functions in three primary areas: employment and training services; labor exchange services; and apprenticeship and training services. In delivering employment and training services, the administration is charged with articulating policy and goals, coordinating employment and training activities, and monitoring and evaluating the performance of the state's employment and training network. The statewide labor exchange system, which matches qualified applicants with jobs, is planned and operated under the Job Training and

Placement Administration also. In addition, the administration is charged with the promotion and approval of job training programs as certified apprenticeship programs.

The provision of open access is one overall responsibility which touches all JTPA services; thus, measures are taken to ensure the accessibility of these activities to the disadvantaged, dislocated, and unemployed members of the state's labor force.

The Job Training and Placement Administration has been organized to reflect its dual role of coordination and operations.

1. The Planning and Policy Division ensures effective and efficient employment and training program coordination through the monitoring and evaluation of the JTPA system.

2. The Operational Division supervises:

   The Maryland Job Service, which provides labor exchange services in Department of Employment and Training offices located throughout the state;

   The ten Service Delivery Areas (SDAs)throughout the state, which provide employment and training services under the Job Training Partnership Act; and

   The Maryland Apprenticeship and Training Council, which certifies apprenticeship training programs in Maryland.

Office of Equal Opportunity

The primary responsibility of the Office of Equal Opportunity is to adminimister the Department of Employment and Training's comprehensive Equal Opportunity Compliance Program. The department's equal opportunity programs cover all units and divisions to ensure that all programs and activities provided by and through the department comply with the requirements of applicable state and federal laws, regulations, policies, procedures, and guidelines prohibiting discrimination. The Department of Employment and Training actively and aggressively supports the principles of equal opportunity and affirmative action in its employment, service and contract related activities. Providing accessibility for all applicants, clients, and claimants to the employment and training services of the department is a responsibility shared at both the divisional level and in the Office of Equal Opportunity. Department administrators, managers, and supervisors are expected to consider equal opportunity and affirmative action needs when recruiting, hiring, promoting, transferring, or making any decision relating to employment. Futhermore, there is the responsibility of ensuring that all programs within the purview of the department, that is, the Job Service, the Job Training and Partnership Act, the Maryland Apprenticeship and Training Council, and the Unemployment Insurance Program are administered in such a manner as to ensure that principles of equal opportunity and affirmative action are stringently adhered to.

Along with its departmental requirements, the Office of Equal Opportunity also administers those parts of the Department of Labor's Equal Opportunity Compliance Program which relate to the Department of Employment and Training. Regulations of the Department of Labor, implementing Title VI of the Civil Rights Act of 1964, as amended, require that all recipients of federal funds establish compliance programs. Thus, for the Department of Employment and Training, the Office of Equal Opportunity has the responsibility for developing and implementing compliance programs for Unemployment Insurance and Job Service local offices, including activity within each Service Delivery Area.

Local Offices

Employment, training, and unemployment insurance programs and services are delivered to the state's employers and jobseekers through a network of Department of Employment and Training local offices. Twenty-seven full service offices are organized into five regions. They are Western Maryland, Baltimore Metropolitan, Southern Maryland, the Eastern Shore, and Central Maryland. These regions parallel the ten Service Delivery Areas created through the Job Training Partnership Act. The alignment enhances coordination of employment and training services with other regional agencies and allows for inter-office and intra-state coordination of departmental programs and services.

On the local level, each office participates in a coordinated employment and training planning process with other service deliverers within the community. The process is overseen by a local Private Industry Council which is comprised of local business and community leaders. This process assures that each office is aware of the specific needs of its community. This allows for the best possible implementation of national and statewide programs on the local level.

Each office offers the broadest range of services possible to the job seeking public. At one central location an individual has access to local labor market information, career counseling and testing, occupational training programs, job finding skills instruction, referral to supportive services, relocation programs and job development, referral, and placement services. Through the state and national network of Job Service offices, applicants may also seek employment anywhere in the United States. Special programs emphasize services to veterans, the economically disadvantaged, dislocated workers, the handicapped, unemployment insurance recipients, youth, migrant and seasonal farmworkers, older workers, and welfare recipients.

The ultimate success of the Job Service is measured by the number of qualified applicants placed with employers. To meet employers' personnel needs, each office provides the employer community with positive recruitment and employer outreach services, applicant testing, and the opportunity to list job openings locally, statewide, and nationally through the Job Bank. On a continuous basis, employers are asked to evaluate and recommend improvements to employer services through Job Service Employer Committees.

Department of Employment and Training local offices serve as the source for unemployment insurance benefits in every area of the state. This program serves to further the economic security of Maryland residents and, as a result, provides for a more stable local economy. Functioning as an "honest broker" between claimants and employers, each local office determines eligibility, processes claims for payment, and provides reemployment assistance to laid-off workers.

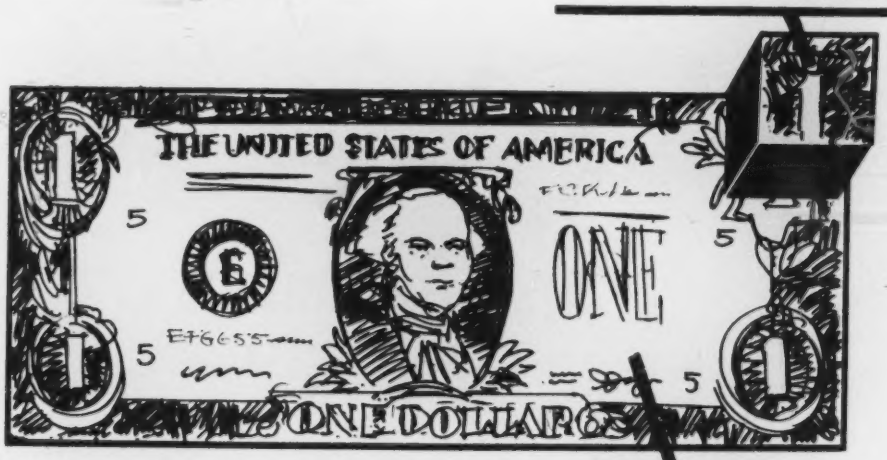
Through a staffing formula unique in government service, each local office earns its unemployment insurance staff on a piece rate (workload function) basis. This requires the maintenance of an intermittent staff and allows for an automatic increase or decrease in staff size commensurate with workload. The result is one of the most economically administered government programs in the nation.

Budget Information

The Department of Employment and Training (DET) submitted a state fiscal year (SFY) 1986 budget for $87 million. However, due to the impact of the Gramm-Rudman-Hollings legislation, the budget was reduced by approximately 7%, limiting SFY '86 funding to $82.9 million. Anticipated projections for SFY '87 reduced the departmental budget to $76.9 million, another 7% reduction. Because of the deficit funding situation the department petitioned the Governor for additional monies in late 1986. Of the total DET budget, 95% is federal funds and the remaining 5% is state general funds. The chart below emphasizes the portion of DET's annual budget which is funded by the federal government.

DET Budget FY 87

$4 Million
State General Funds

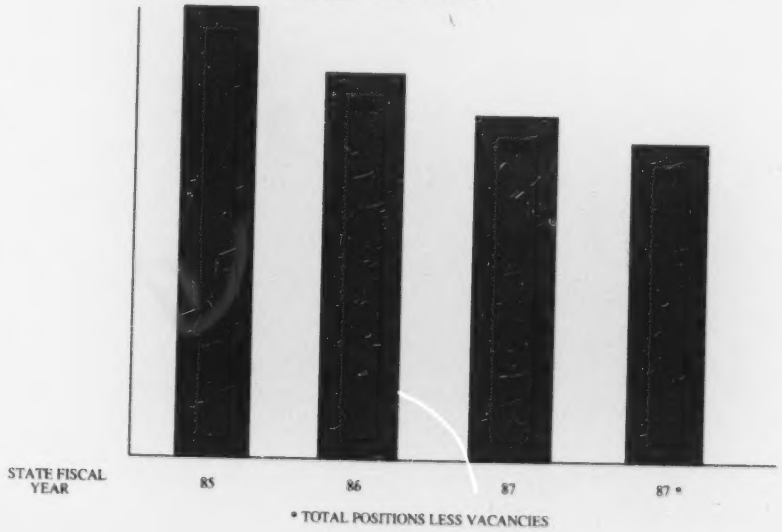


Total Budget — 83 Million

$79 Million
Federal Funds

Further federal cutbacks are expected. In anticipation of these reductions, the department has developed a contingency plan to operate within the new constraints. A major focus of the plan is to reduce, through attrition and re-assignment, the total staff by 100 more positions by July 1, 1987. The chart below indicates the effect of reduced federal funds on staffing during the past two fiscal years plus expected reductions during SFY 1987.

Maryland Department of Employment and Training
Total Positions



* TOTAL POSITIONS LESS VACANCIES

DEPARTMENT OF EMPLOYMENT AND TRAINING
BUDGET SUMMARY
FEDERAL FISCAL YEAR 1987

PROGRAM	FEDERAL	SPECIAL ADMINISTRATIVE FUNDS	STATE	TOTAL
TRADE ACT	$860,000			$860,000
TARGETED JOB TAX CREDIT	$260,000			$260,000
DISABLED VETERANS OUTREACH PROGRAM	$1,093,359			$1,093,359
LOCAL VETERANS EMPLOYMENT REPRESENTATIVE	$660,832			$660,832
JOB SERVICE - GRANTS	$11,392,313	$400,000		$11,792,313
BUREAU OF LABOR STATISTICS	$463,900			$463,900
FEDERAL SUPPLEMENTAL AND OTHER COMPENSATION RESEARCH GRANTS	$318,508			$318,508
UNEMPLOYMENT INSURANCE PROGRAM GRANTS	$21,563,114	$1,400,000		$22,963,114
CONTINGENT FUNDING	$1,964,910			$1,964,910
WORK INCENTIVE PROGRAM	$990,000		$110,000	$1,100,000
JOB TRAINING PARTNERSHIP ACT	$37,863,073			$37,863,073
GENERAL FUNDED JTPA ALLOWANCES			$2,000,000	$2,000,000
MYCC/YOUTH EMPLOYMENT	$0			$0
YOUTH WORK EXPERIENCE	$0			$0
APPRENTICESHIP AND TRAINING			$1,861,946	$1,861,946
CHILD SUPPORT	$130,000			$130,000
UI - AUTOMATION	$0			$0
TOTAL DET FUND SOURCES	$77,560,009	$1,800,000	$3,971,946	$83,331,955

DEPARTMENT OF EMPLOYMENT AND TRAINING
OBLIGATIONAL AUTHORITY COMPARISON FOR FFY 80-87
ADMINISTRATION

	FY-1982 Base	Change From FY-82 to 83			Change From FY-83 to 84			Change From FY-84 to 85			Change From FY-85 to 86			Change From FY-86 to 87		
	FY-82	FY-83	Dollars	Percent	FY-84	Dollars	Percent	FY-85	Dollars	Percent	FY-86	Dollars	Percent	FY-87	Dollars	Percent
JOB CORPS ADMINISTRATION	$101,888	$68,598	($33,288)	-32.67%	$157,732	$89,134	129.94%	$0	($157,732)	-100.00%	$0.00	$0	0.00%	Grant Discontinued FY 1985		
TRADE ACT	$50,530	$1,167,625	$1,117,095	2210.78%	$1,150,000	($17,625)	-1.51%	$1,283,600	$133,600	11.62%	$1,239,500	($44,100)	-3.44%	$880,000	($379,500)	-30.62%
TARGETED JOB TAX CREDIT	$397,636	$441,511	$43,875	11.03%	$639,033	$227,522	55.29%	$644,282	$5,249	0.82%	$1,300,000	($514,282)	-79.82%	$280,000	$1,300,000	100.00%
DISABLED VETERANS OUTREACH PROGRAM	$51,131	$1,353,594	$541,983	106.03%	$1,354,126	$1,032	0.08%	$1,349,572	($4,554)	-0.43%	$1,104,098	$54,526	5.20%	$1,083,359	($10,739)	-0.97%
LOCAL VETERANS EMPLOYMENT REPRESENTATIVE	$250,408	$315,264	$65,585	16.91%	$616,725	$257,981	54.48%	$689,575	$76,850	12.54%	$648,337	($41,238)	-5.98%	$650,832	$12,495	1.93%
JOB SERVICE - GRANTS	$2,389,162	$1,190,825	($220,898)	-3.12%	$1,131,307	$4,224,141	95.15%	$1,360,064	$200,897	1.80%	$2,178,630	$784,566	6.88%	$1,382,313	($784,317)	-6.44%
BUREAU OF LABOR STATISTICS					$384,506	$384,506	N/A	$405,188	$22,582	5.55%	$525,000	$119,834	29.34%	$463,000	($58,100)	-10.79%
FEDERAL SUPPLEMENTAL AND OTHER RESEARCH GRANTS					$344,824	$344,824	N/A	$287,639	$43,338	17.72%	$283,830	($4,339)	-1.50%	$318,500	$34,670	12.20%
UNEMPLOYMENT INSURANCE PROGRAM	$20,571,836	$214,7,222	$2,142,386	13.42%	$20,930,229	($2,724,854)	-11.64%	$22,781,229	$2,289,340	10.08%	$25,629,387	$4,848,158	17.67%	$25,328,024	($1,521,363)	-5.82%
GRANTS	$19,595,707	$20,301,802	$2,708,118	22.11%	$19,999,647	($303,210)	-1.49%	$19,992,221			$19,903,657			$21,983,114		
CONTINGENT FUNDING	$1,070,147	$1,028,782	($46,013)	-12.75%	$931,382	($2,361,702)	-77.15%	$1,341,883			$1,331,888			$1,844,910		
SPECIAL ADMINISTRATIVE EXPENSE FUND					$0			$1,750,034			$1,760,017			$1,400,000		
REED ACT											$1,455,000					
FOOD STAMPS	$144,627	$139,438	($1,775)	-2.17%	$127,913	($1,513)	-0.83%	$77,232	($50,682)	-45.05%	$0	($77,232)	-100.00%	Grant Discontinued FY 1985		
WORK INCENTIVE PROGRAM	$1,041,229	$1,500,211	$1,119,782	72.96%	$1,500,211	($902,000)	-13.11%	$1,302,782	($1,302,278)	-13.92%	$2,010,758	($1,707,995)	-41.05%	$1,100,000	($1,402,758)	-58.90%
JOB TRAINING PARTNERSHIP ACT (JTPA)					$44,620,458	$44,620,458	3.00%	$44,940,946	$1,302,313	0.05%	$38,894,411	($5,062,135)	-11.68%	$37,893,073	($1,121,338)	-2.89%
TERMINAL FUNDED JTPA ALLOWANCES								$2,000,000	$2,000,000	N/A	$2,000,000	$0	0.00%	$2,000,000	$0	0.00%
MYCC YOUTH EMPLOYMENT								$2,000,000	$2,000,000	N/A	$2,000,000	$0	0.00%	$2,000,000	$0	0.00%
APPRENTICESHIP AND TRAINING Summer Funds					$14,208	$14,208	N/A	$1,127,270	$980,000	663.17%	$1,322,210	$2,940	0.00%	$1,100,000	($200,000)	-15.00%
CHILD SUPPORT		$1,000	$1,000	0.00%	$1,000	($1,000)	-25.00%	$1,000	($1,271)	-41.00%	$1,000	$1,000	0.00%	$1,000	$0	0.00%
IT AUTOMATION								$2,000,000	$2,000,000	N/A	$0	($2,000,000)	-100.00%	One Year Grant Only		
TOTAL DEPT FUNDS AVAILABLE	$31,000,000	$30,000,000	$1,000,000	3.33%	$30,000,000	$30,000,000	0.00%	$31,000,000	$1,000,000	3.33%	$30,000,000	($1,000,000)	-3.23%	$30,000,000	$0	0.00%

Unemployment Insurance Administration

Designed and printed all in-house, vendor and computer generated forms for implementation of the Maryland Automated Benefit System (MABS).

Trained UI staff in the operation of the automated benefit system.

Developed a public education program to inform claimants and employers about the benefits of the automated system. Included in this program is an Interested Parties Letter which will be sent to claimants, employers and other interested parties and will give information concerning the automated system.

Developed a new form, the Employer Notice of First Benefit Check, which will be issued to all employers liable for charges to their account at the time the first UI check on the new claim is issued. The form will provide information at the time payment begins as to whether the employer's account will be charged and the reason the claimant is being paid.

Continued testing and evaluating the performance of the Optical Character Reader (OCR), which will be used to process biweekly claims for benefits. The OCR will process claims on the day received and generate a check if the claimant is eligible. All claims will be mailed to the Baltimore Central Processing Section for OCR to begin processing.

Developed a Reference Guide, Operational Procedures and other reference materials which will provide local and central office staff with detailed information for understanding and operating the automated benefit system.

Designed numerous statistical and management reports which will provide users with a ready source of valuable information.

Installed IBM PC's in local offices and central office sections/units.

Established security for all new equipment.

Expanded and conducted training in the operation of the Internet system to telecommunicate claim data and correspondence with other states to enhance payment of benefits to interstate claimants.

Revised regulations pertaining to the Unemployment Insurance Law as part of an effort to initiate a broad review of policies and procedures. The Unemployment Insurance Administration is submitting these revisions for review by the Administrative, Executive and Legislative Review Committee. Many of the current regulations are outdated and certain areas of law require further clarification and regulation. As a part of this effort, detailed policy and procedure manuals are being created to replace field directives. The manuals will provide for easier and more equitable application of the law and will establish the basis for more efficient training and retraining of staff.

Continued UI Benefit Performance Evaluation reviews into March, 1986 when the most recent round of evaluations concluded. Special interim evaluations have continued since, targeting offices with continuing problems.

Prepared an update of the Digest of Maryland Unemployment Insurance Decisions, published by the Maryland Institute for Continuing Professional Education of Lawyers, Inc. This update covers almost two years of legislative, judicial and administrative changes in the law and its interpretation.

Continued an effort to more fully inform both workers and employers in Maryland of their rights and responsibilities under the Maryland Unemployment Insurance Law. Many of the concerns that arise in the unemployment insurance system result from an imperfect understanding of the laws governing the payment of benefits and the collection of taxes. A public education program aimed at both workers and claimants will ensure that workers become fully aware of the consequences of such actions as voluntarily quitting and dismissal for misconduct. Local offices are using a benefits rights interview video to provide preliminary information to claimants on their rights and responsibilities under the law.

Took a number of steps to improve and strengthen the collection of taxes and to reduce improperly paid benefits.

Enacted legislation to increase penalties for fraud and established rules and procedures for waiving recovery of overpayments.

Substantially completed work, in cooperation with the Maryland Chamber of Commerce, on an employer handbook which outlines the responsibilities

of employers under the Maryland Unemployment Insurance Law.

Maintained several approaches to detect and, more importantly, deter the improper payment of unemployment insurance benefits. The toll-free Fraud Hotline provides for quick and certain investigations of allegations of fraud. The Fraud Hotline has received over 2,000 calls which has resulted in the detection of over $190,000 in overpayments. Additionally, the Unemployment Insurance Administration maintains a variety of automated fraud detection systems to identify fictitious employers and to identify claimants who are receiving benefits and working both inside and outside of Maryland. To deter fraudulent manipulation of change of address requests by claimants in benefit status, the agency now notifies claimants through the Address Verification letter. This program verifies that the individual requesting the address change is actually the claimant. Finally, the revised benefit payment system has been enhanced to provide for greater management control over benefit payment recovery.

Maintained the Work Sharing Program, which became a permanent part of Maryland Unemployment Insurance Law in Fiscal Year 1986. The program offers employers an alternative to layoffs by providing for a reduction of work hours with supplementation of lost wages with unemployment benefits. To date, more than 85 employers in Maryland have chosen to use the Work Sharing Program, with over 7,500 employees involved.

Prepared and secured passage, in 1986, of ten legislative bills which improved the ability of the Department to equitably administer the unemployment insurance program.

Promoted close coordination between UI Benefit Performance Evaluation and the Division of Training and Staff Development, as a result the state met the majority of its required federal standards for benefits for the first time in years.

Achieved all federal desired levels of performance in administration of the Unemployment Insurance Tax Program. Maryland's program is considered a model by the U.S. Department of Labor. Among other innovations, Maryland uses a lock box employer remittance depositing system to speed deposits of tax revenues. The tax program has the sixth lowest administrative cost of all 50 states. New employees of the U.S. Department of Labor receive their tax program orientation from the Maryland Unemployment Insurance Administration.

Utilized IBM PC's in the Contributions Division for establishing automated accounting systems within its various units. The use of this equipment assisted the Division in continuing to meet all federal desired levels of achievement in improving the appearance of external and internal documents, and in enhancing the accuracy and presentation of divisional accounting and management reports. The preparation of management reports has been simplified and streamlined. The information in the report is more enlightening since data from the prior reporting periods may be included for comparative analysis. Both the General Ledger and Cashier accounting records have been converted to automated systems. The conversion reduced the man hours required to maintain ledgers and made it easier to generate data from the automated record for preparing various federal reports which must be filed on a monthly basis. The Reimbursable Accounts Unit has converted Interstate Billing and Non-Profit Employer Accounting to automated records. The reporting deadlines for the unit could not have been achieved without the PC automation.

Expanded the Computer Assisted Audit program by using report generation programs installed on an employer's hardware with Computer Audit system software obtained from the California Department of Employment Development. Software generated by the Department of Employment and Training, making use of mini-computers, was also utilized. This program concentrates on employers with payrolls exceeding $10 million. Maryland and California are the only states to have successfully implemented on-going computer audit programs.

Entered into an agreement with the Comptroller of the Treasury in July, 1985 to bring DET into the Central Registration Unit's (CRU) automated data base. The CRU is the office responsible for coordinating the registration of new employers in the State of Maryland with all the various tax collecting agencies. The CRU also maintains a data base of each employing entity in the state which provides information concerning the location of the entity, as well as the account numbers, status codes, and delinquency codes of the entity with the applicable taxing authorities. DET was given access to the inquiry files of the CRU in September, 1985.

Streamlined the collection of delinquent Unemployment Insurance Taxes. The conversion of DET's account numbers, status codes and delinquency codes to the CRU file and the corresponding conversion of the CRU account numbers to the DET automated tax file was achieved in March, 1986. The conversion of this data enabled the Comptroller to

automate the Vendor Intercept and Corporate Refund Intercept programs. DET has recovered $125,000 in delinquent Unemployment Insurance taxes since the implementation of the automated procedures.

Continued to convert records that were received or generated prior to the acquisition of the microfilming equipment. The microfilming process is an on-going function since new employer records are continuously received.

Job Training and Placement Administration

The Grumman Aerospace Training Program demonstrated how the State and local job training and economic development agencies could work cooperatively with a private sector employer to develop a training program which benefited the employer and the economically disadvantaged residents of the Salisbury area. Grumman has hired 245 of the trainees since the program began in September of 1985. The program trained persons for the following positions: electrical cable fabricator, harness fabricator, security guard, maintenance mechanic, and warehouse clerk.

The Dislocated Worker program for the Bethlehem Steel Corporation set up an on-site assistance center which provides a complete range of employment and training services. The center's services include: assessment, referral to remediation or training, counseling, and testing and job placement services. This project has placed approximately 200 of its participants in employment since it began.

Superfos, a Danish plastic container manufacturing company, used DET's services in addition to the Western Maryland SDA, the Maryland Department of Economic and Community Development and local groups to recruit, train and hire 50 persons for their corporation.

A dislocated worker program for Black and Decker in Carroll County has assisted workers scheduled for a layoff. The center has helped workers prepare to find new employment by providing assessment, job seeking skills workshops, assistance with writing resumes, and job placement services.

Under the provisions of the Hospital Retraining Act, JTPA funds were used to provide job seeking skills and other assistance to those hospital workers affected by Provident Hospital's shut-down. Additionally, the services of the Baltimore Metropolitan Manpower Consortium's Bradley Center were used for these dislocated workers.

The Schlegel Corporation relocated its rubber gaskets division in Chestertown, Maryland and worked with the Maryland Job Service, the local Service Delivery Area, the local Economic Development agency and the county to find and train workers for this division.

IPC Health Care Systems, a producer of medical equipment parts, used the Maryland Job Service, the Lower Shore Private Industry Council and the Maryland Department of Economic and Community Development to train and hire over 200 people.

DET in conjunction with the U.S. Department of Labor presented an Economic Adjustment Workshop. The workshop focused on preventing layoffs, avoiding plant shut downs, and taking action when shut downs can not be averted. Representatives from the Canadian Industrial Adjustment Service shared information on the "Canadian Model". The "Canadian Model" uses labor-management committees supported by the Canadian government. In addition, representatives of Johnson and Johnson, who used the "Canadian Model," discussed its successful experience with this program. The workshop was attended by representatives of DET's Administration, local Job Service offices, the Maryland Department of Economic and Community Development and the Service Delivery Areas.

In accordance with the Economic Stabilization Act, over 92,525 employers were informed of the provisions of the act and the services available to them and to their employees in the event of a plant shut down or major layoff. Since then, 15 to 20 employers have contacted the Department in accordance with the provisions of the Act. In responding, the Department has advised employers of various State services available to them and their employees and provided such services as were appropriate. Employers who contacted the Department regarding available services were given immediate assistance regarding options for themselves and their employees.

Maryland Job Service

The Job Service completed the initial phase of its Automation Plan in May of 1986. The initial phase called for installing personal computers which are connected to the Baltimore Data Center main frame. Integrating these computer systems gives the local offices the flexibility of entering and retrieving applicant and employer information. Additionally,

local offices can automatically match applicants and employers through the On-Line Data Entry and Display System (ODDs).

The Dictionary of Occupational Titles (DOT), the Standard Industrial Classification (SIC) manuals and the Internet System have been added to the on-line system. The DOT and SIC manuals promote more efficient and accurate occupational coding for applicants and for job orders. The Internet System enables the State administrative office and the local Job Service offices to communicate with each other through electronic mail.

An on-line Management Information System (MIS) became available during the latter part of 1986. This system will enable managers, at all levels, to call up local office and statewide statistics on the services provided and their effectiveness.

The Job Service, in conjunction with the Service Delivery Areas (SDAs) and local educational agencies, embarked upon local projects to address the problem of teenage unemployment through direct outreach to youth. These efforts included job search and job preparation workshops, solicitation of summer jobs by Employment Service Representatives, mailing campaigns to obtain summer job orders, Saturday hours in order to register in-school youth, and Saturday hours to provide labor market and job finding skills information. During the upcoming year, a statewide effort will be initiated to coordinate the provision of training and employment services to youth applicants with those services offered by the SDAs.

The Wheaton Job Service office conducted a special initiative to benefit youth. This office worked with the local government and non-profit youth agencies in a program entitled "Hire One". Fifteen agencies combined with the Wheaton office to interview and refer youth to summer jobs from job listings produced by the Wheaton office. During the spring, the public schools were given unlisted job openings so that interested youth could report to the local Summer Youth Employment office. The Job Service staff used a personal computer to update the job listings daily and to enter applicants into the computer for job matching. The office also worked with the Chamber of Commerce to publicize the program to local employers and conducted two workshops for youth employed in the program. The workshops focused on how to apply for work and how to keep a job. These efforts resulted in 132 employers listing jobs and 327 youth obtaining jobs. Expanding this program to other areas of the State is a major objective for the upcoming year.

To improve the services offered through the Job Service registration process, a pilot project was initiated to schedule interviews with applicants on an appointment basis. Five local offices participated in the project which began August 1, 1985. Initial registrations are taken on a walk-in basis. Individual interviews with staff require an appointment which can be made at the time of the first visit.

Maryland Apprenticeship and Training Council

Received recognition from the Bureau of Apprenticeship and Training's Regional Headquarters for establishing the concept of Quality Assessments in its approach to reviewing apprenticeship program sponsors. As such, the Council's field staff thoroughly reviews all operational aspects of an apprenticeship program from their Affirmative Action Plans to the quality of classroom instruction.

Increased council membership from seven to nine to comply with the amended Section I, Article 41, Section 207B.

Awarded the council's first Certificate of Merit to the Southern Maryland Electric Cooperative.

Disseminated the first of three operational procedural manuals to members of the M.A.T.C. which contains an index for all three manuals, the law and regulations of the council as well as its history. Manual II will be a working manual for council members and staff. It will include guidelines for sponsors to develop proposals to obtain funding to subsidize the cost for related instructions for registered apprentices. Manual III will contain all laws which may have an impact on council operations.

Collaborated with the Department of Licensing and Regulations's Prevailing Wage Commission (PWC) to review the council's policy on ratios. This collaboration was a result of problems caused by the Davis-Bacon law as it applies to ratios of apprentices working on construction jobs funded by the state.

Experienced a 12 percent increase in the total number of registered apprentices over last year which includes a 10 percent increase in minority participation and a 14 percent increase in female participation.

Office of Administration

Developed and implemented an Automated Inventory Control system for commodities and forms. This system became operational on July 1, 1986, and enables the stockroom to provide forms, supplies and commodities to central and local offices through a computer order. The system features a form management system and a inventory of all forms, commodities and supplies; it maintains a record of all orders, establishes re-order points, and generates a requisition when the re-order point is reached. The system also maintains a back-order file and produces the Annual Inventory of Materials and Supplies Report. The system has streamlined the stockroom procedures and provides a more secure method of accountability as stockroom resources are not released without appropriate authorizations and charges.

Assisted the Unemployment Insurance Administration and the contractor in the development and testing of the new Maryland Automated Benefits System (MABS). As part of the preparation for bringing up the system, installed the necessary equipment including an Optical Character Reader (OCR), terminal display device and terminal printers, to process claim recertifications in the central office, thereby reducing the workload in the local offices.

Completed the first phase of the five year automation plan. Installation of 583 workstations was completed, and staff was trained on the use of the equipment as well as the software that has been purchased by this Department.

Completed the first phase of the Data Communications Network Redesign which established a separate network from the Department of Human Resources and provided multiple data lines to each local office for backup, improvement in response time and less downtime. Additionally, the reorganization of the Data Communications Network provided two or more circuits to each local office with the equipment on each circuit balanced between administrations. Each local office, therefore, has a backup in the event of communication line problems.

Continued to participate in the Interstate Conference of Employment Security Agencies, Inc. (ICESA) Accounting System Project, which recommended the implementation of the Financial Accounting and Reporting System (FARS) developed by Computer Data Systems, Inc. Appropriate State agencies have been apprised of the availability and unique features of the recommended software, and the distinct advantages to the department, particularly financial reporting and internal management needs, have been emphasized. Although we are aware of the recent decision regarding pending enhancements or replacement of the Statewide Accounting and Reporting Systems (STARS) we have requested permission to proceed with the acquisition and implementation of the ICESA/FARS. We believe that the recommended FARS system would best serve our needs and that the implementation in over 34 State Employment Security Agencies makes the cost benefit relationship one of the most attractive features of this system.

Continued the renovations to the headquarters facility at 1100 North Eutaw Street. Projects have included a modified remodeling of the cafeteria as well as a contract for the overhaul and maintenance of the elevators.

Developed and implemented a plan for reduction in force, to avoid a possible lay-off situation. A Lay-Off Task Force was appointed to provide the Secretary with advice on the anticipated cutbacks due to reductions in federal funds. A freeze was placed on all hiring activities, and personnel were re-assigned to offices where attrition was heaviest. Opened the Employee Reassignment Center, and arranged cooperative agreements with other State agencies regarding the referral of our staff to viable vacancies in these departments.

Continued to provide information to employees and supervisors regarding benefit programs. New projects that were initiated this year included Direct Deposit of pay checks and the MEDPATH Wellness Program. Additionally health care benefits were made available to intermittent and contractual employees for the first time.

Redesigned and improved the format of Research and Analysis major publications. Developed a special report format for quick concise and inexpensive profiles of industries and occupations. Published four occupational/industrial publications on health, computers, food service and high technology. The occupational reports were designed to enrich and expedite the job search of laid-off workers.

Investigated, evaluated and designed preliminary formats and procedures for changing data from hard copy to computer disk or tape. Completed design of statewide wage survey. Also finalized enhancements to the Occupational Information System and made the enhancements available to users.

Began an automation project for the Current Employment Statistics Program. Installed improved procedures for producing the Employment and Payrolls Report. Improved the efficiency of Labor Market Information production.

Office of Equal Opportunity

Conducted on-site compliance reviews of eight DET local UI and ES offices and monitored the implementation of necessary corrective actions contained in the report prepared for each.

Revised and disseminated the Unemployment Insurance Compliance Review Procedure.

Conducted three equal opportunity workshops for local office staff.

Conducted equal opportunity seminars for the staffs of the five DET Regional Administrators.

Finalized guidelines related to the EO/504 Designee and Liaison Program and prepared outlines and agenda for the corresponding training component.

Conducted two meetings of the DET Equal Opportunity Advisory Committee.

Established and disseminated throughout DET an 8% goal for handicapped staffing.

Reviewed one hundred eighty personnel transactions grades seven and above for equal opportunity and affirmative action compliance.

Prepared an equal opportunity policy statement for the new DET Secretary detailing the Secretary's commitment to equal opportunity and affirmative action.

Added a revised equal opportunity statement to the UI informational publication 4034 to reflect the availability of language translation services within DET.

In conjunction with the DET Division of Personnel and the Board of Appeals, developed an Affirmative Action Plan for the entire Appeals Division.

Revised and disseminated throughout DET Discrimination Complaint forms 120 and 121.

Conducted handicapped accessibility surveys of all DET local offices.

Conducted a Self Evaluation of Disability Survey of all DET employees (to determine the representation of handicapped or disabled employees within DET's workforce).

Participated in and contributed to numerous meetings of community and professional organizations such as the Governor's Committee on Employment of the Handicapped and the Baltimore Urban League.

Made equal opportunity and affirmative action presentations before Job Service Employee Committee (JSEC) groups, ICESA Committee and community groups upon request.

Provided counseling and technical assistance to DET employees with regard to resolving potential complaints of discrimination and other employment related concerns.

Routinely provided assistance in determining appropriate handling and jurisdiction of alleged discrimination complaints from the public (approximately ten per week).

Responded to numerous inquiries from employers regarding affirmative action planning and related EO/AA requirements.

Unemployment Insurance Administration

Improve the timeliness of benefit payments to eligible workers unemployed through no fault of their own. The Unemployment Insurance (UI) system provides income protection during periods of unemployment. Without timely payment of benefits, workers suffer unnecessary hardships in meeting their financial obligations.

Implement a fully automated benefit system to improve the timeliness and accuracy of both benefit determinations and payments. One major advantage of the new system is that it will allow the Unemployment Insurance Administration to maintain high standards of promptness and efficiency in processing claims and paying checks despite fluctuations in the claimload or the addition of new entitlement programs.

Increase the number of pieces of electronic data processing equipment, and provide training for personnel in the use of the equipment.

Streamline security within the computer system to provide maximum accountability for the automated benefit system.

Implement automation of Wage Record files. The Wage Records Section of the Unemployment Insurance Administration is requesting the purchase of a record retention and retrieval system for maintenance and automation of fixed record files. Currently, the Unemployment Insurance Administration maintains a paper file for over 92,000 employer accounts. The records retention/retrieval system will reduce current storage requirements by 80% and increase the retrieval process significantly. This system will have the ability to maintain the integrity of the Administration's records. The actual microfilm user would get a disposable copy. This procedure reduces the occurrence of missing or misplaced documents and also allows several users to review the same data simultaneously. The Wage Records Section would be able to operate the system utilizing less staff.

Implement a system for the contracting out of Appeals Divison typing to private vendors in the event of emergency overflow of cases.

Improve payment timeliness to claimants who reside in other states and who are filing for benefits earned from Maryland employers.

Provide for equitable and consistent determination of claimants' eligibility for benefits. It is critical that the Unemployment Insurance Law be administered in a manner that is fair and accurately represents legislative intent.

Continue to update COMAR to reflect legislative changes and to update departmental policy to ensure consistency of application by administrative units and the Board of Appeals. Provide for legislative oversight and concurrence in policy formulation.

Complete administrative policy instruction manuals for line and local staff to improve efficiency and consistency.

Continue to conduct UI Benefits Performance Evaluations in an effort to ensure consistent levels of performance and application of the UI law statewide.

Implement automated benefit system that contains pre-printed non-monetary determinations to ensure efficiency and consistency.

Insure that benefit and tax determinations are accurate and identify possible improvements in system management. To ensure that the benefits and tax systems are equitable, fair, and consistent with the law, it is necessary to establish management systems for the continuous review and analysis of the system's performance.

Improve program performance and reduce inaccurate benefit payments and abuse in the UI program by operating the Quality Control Unit, and by establishing fraud detection methods through several distinct automated crossmatches: interstate, employee/claimant, multiple address.

Decrease the possibility of fraudulent manipulation of UI benefits by validating each request for a change of address made by claimants through the Address Verification Letter program.

Continually evaluate program quality by enhancing benefit performance evaluations, strengthening the system of in-service training and professional development, and improving awareness of employers and employees of the purpose and rules of the UI program.

Institute a "Report of Hire" system whereby employers voluntarily notify the agency when a new

employee is hired or recalled to work. This will prevent improper payments caused by failure to report earnings subsequent to a claimant's return to work.

Provide for continuous review of Quality Control findings and establish mechanisms to translate those findings into improved administrative practices and policies.

Improve procedures for the custody and retrieval of employer records relating to unemployment insurance by converting the paper records to microfiche/microfilm. This will save significant storage and labor costs associated with the employer records, especially when they are retrieved for employers or internal use. In addition, employer records on microfiche/microfilm medium are more durable than paper records. Finally, the Unemployment Insurance Administration will provide employers with copies of records in a more timely and efficient manner.

Improve the quality and timeliness of Trust Fund projections. The solvency of the Trust Fund is dependent on tax legislation enacted by the General Assembly. The General Assembly is able to provide for an adequate, economically sound tax policy only if it is provided with accurate and timely data on tax collection, benefit payments, and the impact of legislative initiatives on the future solvency of the Trust Fund.

Identify or develop projection models that rely on regression analysis to identify key predictors of overall economic conditions in the future that impact on tax collections or benefit payments. In addition, maintain a close liaison with the State's Bureau of Revenue Estimates.

Review the UI tax structure in conjunction with the business community to provide for adequate financing and equitable distribution of the tax burden.

Strengthen the data available for impact analysis by implementing an automated benefit payment system.

Aggressively pursue collection of overpayments to claimants and delinquent taxes from employers. The Department of Employment and Training has statutory responsibility for fairly implementing the state's Unemployment Insurance Law and for maintaining the integrity of the Trust Fund.

Integrate and automate the benefits overpayment recovery system.

Sponsor departmental legislation that would provide for the use of the Automated Tax Intercept Program of the State Comptroller's Office as a mechanism for benefit overpayment recovery.

Recommend legislation to recover overpayments from benefit payments on a national level, and establish reciprocal agreements with all states for collection of Maryland overpayments.

Shorten the length of unemployment experienced by individuals, thereby reducing the cost of unemployment insurance to employers, ensuring higher disposable incomes for workers, and increasing the overall productivity of the work force. The solvency of the Trust Fund and the health of the State's economy in general are directly related to the level of employment and productivity among workers in the State. The shorter the duration of unemployment, the less drain on the Trust Fund and ultimately a lower unemployment insurance tax rate for individual employers. A lower rate enhances the State's attractiveness for investment from business and subsequent growth. Unemployment Insurance not only provides temporary wage protection but also provides a ready network to identify and begin helping the unemployed in their reemployment efforts. This initiative will be supported by the following efforts.

Develop effective, streamlined, administrative systems to identify unemployed workers who have reasonable prospects of reemployment.

Identify individuals who are unemployed and whose skills are obsolete in their industry or area. Those individuals displaced by industrial shifts or technological changes affecting their occupation are unlikely to return to work without a significant loss in earnings. Consequently, to maintain their level of productivity and earnings, retraining is necessary.

Provide staff with guidelines developed by the Job Training and Placement Administration and the Research and Analysis Division for identifying dislocated workers.

Develop special referral procedures to send specifically identified claimants to the Job Service for testing, counseling, and referral to training.

Encourage increased usage of Maryland's Work Sharing Program.

Continue to develop and devise program options in the Work Sharing Program to minimize economic loss for Maryland employers and their employees.

Job Training and Placement Administration

JTPA will continue successful dislocated worker projects such as those at Black and Decker, General Electric and Bethlehem Steel.

The Baltimore County Occupational Training Administration (BCOTA), the United Steel Workers of America, and Bethlehem Steel corporation will expand the on-site assistance center's services through early next year.

The Baltimore County Occupational Training Administration and the Baltimore Metropolitan Manpower Consortium will offer job seeking and job finding assistance to laid-off copper workers and non-Bethlehem Steel workers under a special grant from the Department of Labor.

With special funds from the U.S. Secretary of Labor's reserve fund, laidoff workers from the Freemen shoe Company of Emmitsburg, Maryland will be provided job search, counseling, testing, transportation, and job finding assistance.

Maryland Job Service

In order to provide Maryland citizens with information about counseling services, five "counseling" message tapes will be available for the Department of Employment and Training's Workline. These tapes will focus on providing advice to job seekers on how to locate and how to retain jobs.

The Job Announcement Board, a six month pilot project, will be co-sponsored by the Department of Employment and Training and the National Resources, Inc. (NRI) group. The NRI group is a private employment agency located in Rockville, Maryland. The project's purpose is to make available to job seekers information on job openings as well as job seeking information. The project operates a jobs hotline for openings available in any one of the five Job Service local offices in the Southern Region. The project will use the following seven job categories: data processing, accounting and finance, high tech electronics, other professional and technical, secretarial and office services, trades and crafts, sales and other services. This project will embellish Workline and, hopefully, alert potential applicants on employment opportunities.

The Wagner-Peyser Act of 1933, as amended by the Job Training Partnership Act (JTPA) of 1982, states that "nothing in this Act shall be construed to prohibit the referral of any applicant to private agencies as long as the applicant is not charged a fee". Prior to the passage of JTPA, the Job Service was prohibited by Federal regulations from referring applicants to private agencies. As a result of the lifting of this prohibition and to expand job opportunities for Job Service registrants, the Maryland Department of Employment and Training (DET) has changed its policy to allow local offices to work with private sector employment agencies.

The Job Service began entering into cooperative agreements with private employment agencies located in Maryland on February 1, 1986. Under the terms of the agreements, the private agencies may place job orders with the Job Service, and qualified registrants will be referred to the agencies for further referral with the agencies' client companies. However, these referrals are to be made only under the terms and conditions specified in the signed agreements. One of the main provisions of the agreement states unequivocally that the Job Service will work only with private employment agencies which do not charge a fee for placement. Similarly, other provisions have been incorporated into the agreements to protect the rights of the applicants and the Job Service's responsibilities to those applicants.

Since the Private Employment Service Project is a new venture, the project will be closely monitored by the JTPA/Job Service Monitoring and Evaluation (M & E) Unit to ensure that the provisions of the agreement are adhered to and that goals are met. The M & E Unit will prepare a report at the end of the first year providing statistical information and analysis of the project's effectiveness.

Maryland Apprenticeship and Training Council

To create a more efficient data transmission system which will interface with the computer terminals at all participating community colleges.

To develop new occupational data on apprenticeable careers which will better illustrate what the apprenticeship system can provide employers.

To further expand into non-traditional apprenticeable occupations as determined by the criteria for apprenticeable occupations.

To assure that the quality of related instruction is universally maintained through the field staff's thorough review and evaluation of the sponsors' apprenticeship program.

Office of Administration

OA will establish an automated on-line budgeting and accounting system. It will develop a timely and accurate budgeting and accounting system which will enhance productivity by giving management better access to information needed for planning and expediting department business. In 1987, Budget and Finance will implement ICESA/FARS Accounting or an alternative system to replace STARS. Budget and Finance will publish Internal Control Action Plan by early 1987. Budget and Finance will eliminate the Salary Distribution System through the use of the STARS Accounting System, and will utilize microfilm for storing payroll information and check registers.

In an effort to take advantage of modern technology and to adapt to our severe reductions in the security work force, the department will install an electronic surveillance system. The system that has been designed will assist in the protection of the employees and the public who are served by the facility. Additionally, the system will safeguard our government property, and prevent the unauthorized movement of state equipment. The contract has been approved, and it is expected that the system will be operational in early 1987. The installation of the surveillance system will allow a security officer to observe many locations from his post at the monitor. This system will allow continuous monitoring of the facilities providing positive safety measures to ensure the health and welfare of our employees and client population.

The Information Processing Division will continue to assist the General Services Division in the implementation of the Automated Inventory System. The development of enhancements will include ABC Analysis, Safety Stock Computation, Unit of Purchase Conversion, Commodity Numbering Cross-Reference and Target Investment Analysis.

Additionally, the unit will develop the requirements for an Automated Fixed Asset Accounting System. This will allow for the identification and inventory of all fixed assets valued at $100 or more in acquisition costs. This system will also provide identity of all obsolete equipment and facilitate expeditious removal in accordance with the U.S. Department of Labor guidelines. Implementation is planned to occur in late fiscal 1987 or early 1988.

The Information Processing Division will continue to assist the contractor in the scheduling and training of all employees in the use and operation of the personal computer. The division will schedule additional classes for the continuation of employee training by the staff of the Information Center. It is estimated that the department saves approximately $200 to $250 in training cost or tuition for every employee trained by the Information Center. The Information Processing Division will continue to offer additional support through the Information Center on the use and application of current software as well as additional software such as Harvard Project Manager, DBASE III, etc., to improve employee productivity.

The Information and Processing Division will continue to work with the Employment and Training Administration to improve the computer systems supporting the Job Service functions such as expanding and enhancing job match and reporting abilities.

Office of Equal Opportunity

To assure that DET's local offices and administrative units are in compliance with Equal Opportunity and Affirmative Action Guidelines, the Equal Opportunity Office will establish a compliance review schedule. This review schedule will systematically scrutinize DET's local offices and the Maryland Apprenticeship and Training Council to see that Equal Opportunity and Affirmative Action Guidelines are being met. Additionally as a part of the review schedule, the Equal Opportunity Office will issue reports showing which offices are in compliance and make recommendations for taking corrective actions for those offices not in compliance. Furthermore, the review schedule provides a mechanism for DET employees and the general public to redress violations of equal opportunity and affirmative action mandates.

The Equal Opportunity Office will continue to update its EO/504 Designee and Liaison Program so that every DET program, local office, and central office unit and employee has the opportunity to give input into every aspect of DET's Equal Opportunity Program.

The Equal Opportunity Office will update the Department's 504 Program to reflect changes in the program's emphasis and to provide for regulatory consistency. One method the Equal Opportunity Office will use for accomplishing this task will be to produce a guidelines packet which explains the 504 program. Additionally, this packet can serve as a resource manual for DET administrators and other interested individuals. Furthermore, the Equal Opportunity Office will do the following as a part of the

Department's 504 Program:

conduct a self identification of disability survey of DET employees;

determine staffing goals related to the employment and advancement of the handicapped and when necessary revise the goals;

disseminate notices regarding the availability of interpreters for the hearing impaired and translators of other languages;

finalize and distribute departmental directives related to the service and employment of AIDS affected individuals;

participate on State committees and task forces related to the handicapped;

provide handicapped related training and technical assistance;

acquire appropriate auxiliary aids such as telecommunication devices (TTY's/TTD's) for DET local offices.

The Equal Opportunity Office will review the Personnel Transactions Review Procedure so that various personnel actions are routinely examined while placing a special emphasis on personnel actions affecting grade seven (7) and above. Additionally, this procedure will review reclassifications to ensure compliance with equal opportunity and affirmative action mandates.

The DET Equal Opportunity Advisory Committee will continue to provide identification and discussion of barriers to the employment and advancement of minority, female, and handicapped individuals within DET.

The Equal Opportunity Office will establish a process which coordinates the duties and responsibilities of the Fair Practices Officers and Minority Business Enterprise Liaison Officer with all equal opportunity related matters of the DET Equal Opportunity Office.

The Equal Opportunity Office will establish a community liaison program which will provide for community input on equal opportunity issues surrounding the Department's programs. As a part of this program, the Equal Opportunity Office will survey local, minority, female, and handicap organizations on DET's services to their constituency. Additionally, the Equal Opportunity Office will supply notices regarding State merit system tests and DET vacancies (when appropriate) to community groups.

When the Maryland Department of Employment and Training was created during the 1983 Session of the Maryland Legislature the Department was presented a mandate by the leadership of the Legislature to coordinate its employment and training programs with all appropriate agencies and governmental levels within the State. This mandate went hand in hand with the 1983 initiation of the federally funded Job Training Partnership Act. This act, more than any previous federal jobs legislation, based its success on the ability of states and their local subdivisions to coordinate program delivery. Since then Maryland has been at the forefront of states within the nation for its successful administration of the Job Training Partnership Act.

Coordinating activities within the private and public sector, however, was not a new phenomenon for the program units that comprised the new Department of Employment and Training. Exactly fifty (50) years before, in 1933, the federal government established the state administered Job Service. A few years later the unemployment insurance system was also created. These two programs have always called for the coordination of placement efforts between employers and job applicants, between tax paying employers and benefit receiving claimants, and among all of the various employment and training programs that have since come into existence within Maryland.

State Fiscal Year 1986 was an exemplary year for coordination of services by the Department of Employment and Training. Throughout this document, over fifty (50) examples of cooperative efforts are described. Highlights of these coordination efforts are contained within this section of the report.

Departmental Coordination

Investment in Job Opportunities (IJO):

Throughout the development of this innovative program, the Department of Employment and Training has participated in coordinating program design with the Governor's Employment and Training Council, and the Department of Human Resources. The program seeks to support local economic development activities which will result in the creation of new jobs for welfare recipients and provide supportive services to them during their training. Ultimately, IJO will lead to a transition from welfare to self sufficiency for social services recipients.

Cooperative Assistance and Resources for Employment (CARE):

This project promotes the employment and career enhancement of skilled ex-offenders after their release from prison. In an effort to provide a network of services to assist ex-offenders in finding a job, the Department of Employment and Training has joined with the Department of Public Safety and Correctional Services, the Maryland State Department of Education, Baltimore City's Neighborhood Progress Administration/Office of Manpower Resources, the Department of Human Resources, the Department of Health and Mental Hygiene, and the Maryland Criminal Justice Coordination Council. CARE has been initiated as a pilot project within Baltimore City and it has been funded with either dollars or in-kind services by the above mentioned agencies. The results of the pilot project will be available after June 30, 1987.

Interdepartmental Committee on Teenage Pregnancy and Parenting in Maryland:

This committee was formed by the Maryland State Department of Education, the Department of Human Resources, the Department of Health and Mental Hygiene, the Department of Employment and Training, and the Governor's Office for Children and Youth. It promotes cooperative interagency efforts at the state and local level to improve programs and services to at-risk, pregnant, and parenting teenagers. As a result of these efforts, each year a statewide conference is held which draws on the funding support by the above mentioned agencies. Also, incentive grants are available to Baltimore City and the twenty-three (23) counties in Maryland for local efforts which facilitate communication and cooperation on issues of teenage pregnancy and parenting.

Maryland Drought Task Force:

The Department of Employment and Training has worked with the Department of Agriculture, the University of Maryland Cooperative Extension Service, the Department of Economic and Community Development, and the Department of Human Resources to promote employment opportunities for those farmers, farm families, and farmworkers who have been adversely affected by the Drought of 1986. In an effort to provide assistance, the Governor's Employment and Training Council recommended to the Governor that drought affected

farmers be declared eligible for dislocated worker retraining programs under the Job Training Partnership Act. This was accomplished. Also, the Department devoted a special issue of its monthly newsletter 'Enterprise' focusing the attention of employers statewide on the drought crisis.

Health Insurance for the Unemployed:

The Department of Employment and Training has worked closely with the Maryland Department of Licensing and Regulation to provide appropriate information required under both federal and state legislation to the unemployed. The intent of the legislation is to permit those individuals who lose their jobs through no fault of their own to participate for a specified period of time in their former employer's group health plan.

Vocational Rehabilitation:

During State Fiscal Year 1986 the Department of Employment and Training renewed its cooperative agreement with the Division of Vocational Rehabilitation of the Maryland State Department of Education. Within the context of the cooperative agreement handicapped applicants are referred to appropriate services within each agency. Also, job listings developed by Job Service are provided to Vocational Rehabilitation for referral of handicapped applicants.

Employment and Training Conference:

The Department of Employment and Training joined with the Thomas M. Bradley Center for Employment and Training Education and Research, the Policy Sciences Graduate Program of the University of Maryland, and the Governor's Employment and Training Council to hold a conference on the state's role in the shaping of employment and training policy. The topic was especially relevant in light of changing federal policy and funding cutbacks being imposed during the era of Gramm-Rudman-Hollings. The conference drew on leading policy makers and analysts and resulted in the publication of several scholarly papers.

Employee Reassignment Center:

As a result of federal funding cutbacks the Department of Employment and Training has entered into agreements with the Maryland Departments of Transportation, Personnel, Human Resources, and Health and Mental Hygiene to facilitate the voluntary reassignment of staff for the Department of Employment and Training. The goal of the center is to reduce the total number of employees within the Department so as to avoid lay-offs at the end of State Fiscal Year 1987.

Programmatic Coordination

Unemployment Insurance Handbook:

The Department of Employment and Training's Unemployment Insurance Administration is scheduled to co-publish an employer handbook with the Maryland Chamber of Commerce. The handbook will explain employers' rights and responsibilities under the Unemployment Insurance Law.

Comptroller of the Treasury:

The Department of Employment and Training's Unemployment Insurance Administration participates in the State Treasury's Central Registration Unit. The Unit is responsible for coordinating the registration of new employers in the State of Maryland with all State tax collecting agencies. The CRU reduces governmental processing for new employers by providing a single source for registering with all Maryland tax collection agencies.

Job Service Employer Committees:

The Department of Employment and Training's Job Service Employer Committees are comprised of employer representatives who serve as a communications link between the Maryland Job Service and the employer community. The committees are established on a local level to enable the Job Service to adapt to the special needs of each community. Currently, there are nineteen (19) committees representing over three hundred and fifty (350) employers.

Private Employment Agencies:

The Department of Employment and Training's Job Service has initiated cooperative agreements with private employment agencies located in Maryland. Under the terms of the agreement the private agencies may place job orders with the Maryland Job Service and qualified applicants are referred to them. Under no circumstances are any Job Service applicants ever charged a fee for placement through this agreement. The primary benefit of this cooperative effort with private sector placement agencies is to ensure that no available job opening goes unfilled due to a lack of communication between private and public placement services.

HIRE ONE!:

The Department of Employment and Training's Wheaton Job Service Office conducted a special initiative to benefit youth. The Wheaton Office worked with the local Chamber of Commerce, and local government and non-profit youth agencies in a program called HIRE ONE! Fifteen (15) agencies combined with the Wheaton Office to interview and refer youth to summer jobs from job listings provided by the Wheaton Job Service Office. This collective effort resulted in one hundred and thirty-two (132) employers listing jobs and three hundred and twenty-seven (327) youth obtaining jobs during the Summer of 1986.

Major Industry:

The Department of Employment and Training's Job Training and Placement Administration has coordinated state and local services with major industries in Maryland. Expanding industries such as Grumann Aeorspace and Superfos have benefited from coordinated efforts on the state and local level among job training and economic development agencies. Other industries such as Bethlehem Steel Corporation and Black and Decker have received help from state and local job training agencies for the retraining and placement of furloughed dislocated workers.

V-TEAM:

The Department of Employment and Training's Job Training and Placement Administration coordinated with Baltimore City's Neighborhood Progress Administration/Office of Manpower Resources and other local agencies to create the Vietnam Veteran Living Memorial. The living memorial is embodied in the V-TEAM which is working to provide job training and employment opportunities for Vietnam Era veterans.

Industrial Adjustment Service:

The Department of Employment and Training's Job Training and Placement Administration, in conjunction with the U.S. Department of Labor and the Canadian Industrial Adjustment Service, presented a workshop on the "Canadian Model". This model uses labor management committees to focus on preventing lay-offs, avoiding plant shutdowns, and implementing actions which can be used when shutdowns occur to avert long-term unemployment for laid-off employees.

Prevailing Wage Commission:

The Department of Employment and Training's Maryland Apprenticeship and Training Council collaborated with the Maryland Department of Licensing and Regulation's Prevailing Wage Commission to review the Council's policy on ratios. This collaboration was a result of problems caused by the Davis-Bacon Law as it applies to ratios of apprentices working on construction jobs funded by the State.

Patterns In Unemployment Among Blacks In Maryland

Despite their solid gains in levels of education and employment, blacks have not yet attained equality with whites in the job marketplace. Correcting the relatively high level of joblessness and channeling the potential productivity of blacks into the economy require a commitment to training programs and follow-up placement services that the Maryland Department of Employment and Training undertakes with energy and dedication.

Population And The Labor Force — Historical Perspective

During the 1970s, expansion in the black labor force, particularly at the teen-age level, outpaced expansion in employment opportunities. The resultant degradation in the labor market was aggravated by the frequent-exit-and-entry pattern typically generated by a youthful labor segment. During the 1982 economic downturn, blacks trailed even further behind whites in labor-force participation. This magnification of the chronic disparity between the abilities of blacks and whites to achieve success in the job market occurs during economic downturns largely because blacks are employed disproportionately in occupations that are particularly susceptible to negative economic forces. Blacks suffer the impacts earlier and for longer periods of time. For example, the prolonged economic downturn of the early 1980s reached bottom in Maryland during 1982, with unemployment peaking at 8.4 percent of the total work force. Neither white nor black workers escaped the impact, but the deterioration in black employment lasted for two years from 1980 to 1982, while employment among white workers showed no real degradation until 1982 (see Table 1). The unemployment statistics for blacks would have painted an even grimmer picture had it not been for the many workers who withdrew from the job market in discouragement.

More recently, in response to improvements in business activity, blacks have been able to establish a stronger foothold in the economic arena, although the changing character of the population has caused a change in the nature of their participation. Since 1983, the number of black teens has declined, causing the expansion in work-force participation to occur in the 25-44 age group, the prime working age group.

By 1985, labor-force participation among blacks climbed to 70 percent of the black population, up from close to 63 percent in 1982. Over the same period, the corresponding proportion of whites active in the labor force declined marginally from 68 percent to 67 percent (see Table 2.) Black females registered the largest increase in particpation, presumably due in large part to the expansion of job opportunities in the services sector. The combined unemployment rate for male and female blacks was down to 10.1 percent but still was more than three times higher than the corresponding figure for whites (see Table 1 again); the statistics for males alone show a 4.1 differential.

TABLE 1
AVERAGE UNEMPLOYMENT RATES IN MARYLAND
1980-1985

	UNEMPLOYMENT RATE		
Year	Total	White	Black
1980	6.5	5.3	10.3
1981	7.3	5.5	14.5
1982	8.4	7.1	14.8
1983	6.9	5.4	13.0
1984	5.4	4.4	9.3
1985	4.6	3.0	10.1

TABLE 2
PARTICIPATION IN THE
LABOR FORCE IN MARYLAND IN 1985
MARYLAND — ANNUAL AVERAGES

	WHITE			BLACK		
Year	Total	Male	Female	Total	Male	Female
1982	68.0	80.6	56.5	62.9	71.4	56.6
1983	68.2	80.2	56.7	65.7	73.0	59.9
1984	68.0	78.2	58.1	69.2	76.3	63.1
1985	67.1	77.7	57.1	70.0	76.6	64.4

Perhaps the most telling indicator of the problems encountered by blacks in the job market is their share of the statewide unemployed in 1985. While blacks represented only 21.3 percent of the total labor force, their share of the unemployed was 46.6 percent (see Table 3).

TABLE 3
EMPLOYMENT EXPERIENCE OF THE CIVILIAN NONINSTITUTIONAL POPULATION IN MARYLAND IN 1985
(ANNUAL AVERAGES)

Civilian Population Group	Civilian Non Institutional Population	Civilian Labor Force	Percent Of Population	Employment	Unemployment	
					Number	Rate
TOTAL	3,330,000	2,253,000	67.7	2,150,000	103,000	4.6
MALE	1,595,000	1,236,000	77.5	1,184,000	53,000	4.2
FEMALE	1,735,000	1,017,000	58.6	966,000	50,000	5.0
WHITE	2,554,000	1,713,000	67.1	1,661,000	52,000	3.0
MALE	1,235,000	960,000	77.1	934,000	25,000	2.7
FEMALE	1,319,000	753,000	57.1	727,000	27,000	3.5
BLACK	685,000	480,000	70.0	432,000	48,000	10.1
MALE	317,000	243,000	76.6	217,000	26,000	10.7
FEMALE	368,000	237,000	64.4	215,000	22,000	9.5

In good times and bad, when blacks are unemployed, they remain unemployed longer than whites. According to Table 4, close to one third of unemployed blacks were looking for work for 15 weeks or more during 1985; the comparative fraction for whites was one fifth. More than twice as many blacks as whites went 52 weeks or more without working.

TABLE 4
DISTRIBUTION OF EMPLOYMENT IN MARYLAND IN 1985
(ANNUAL AVERAGES)

Population Group	Total Unemployed	Percent of all Unemployed in the Population Group by Duration of Unemployment					
		Less Than 5 Weeks	5-14 Weeks	15 Weeks And Longer	27 Weeks And Longer	52 Weeks And Longer	Median Duration (Weeks)
TOTAL	100.00	47.1	28.3	24.1	14.6	11.4	14.4
WHITE	100.00	55.5	25.1	19.3	10.7	7.7	10.8
BLACK	100.00	38.2	31.6	30.2	19.6	16.1	18.7

Concentration of Unemployment

Geographical

As Table 5 illustrates, unemployment weighs most heavily on blacks residing in Baltimore City; to a lesser degree, the tendency extends to the Baltimore metropolitan area. The movement of companies (and jobs) from the city to outlying areas that often are beyond reasonable commuting distance has contributed significantly to this geographic concentration of unemployment among blacks. Black males have been particularly hard hit by manufacturing shutdowns.

TABLE 5
1985 UNEMPLOYMENT RATES

Geographic Data	Total	Black	White
Baltimore Metropilitan Area	5.3	13.9	3.3
Baltimore City	7.0	16.6	3.8
Maryland	4.6	10.1	3.0

Employment opportunities created by the city's renaissance movement have helped to cushion the effect of the job-market decline for some inner-city blacks, but many of these new jobs are of marginal quality. They have helped to hold down the unemployment statistics but have contributed to the prevalence of underemployment among blacks.

Occupational

Since the 1970s, there has been a marked increase in the ratio of blacks working in white-collar jobs to those working in other types of jobs. Nevertheless, overall, the types of jobs held by black workers continue to differ from those held by white workers. Blacks hold a disproportionate share of marginal jobs, those that are characterized by minimal skill requirements, low pay, limited mobility, and high incidences of unemployment and labor turnover. It may be observed, for example, in Table 6 that black workers in 1985 were twice as likely as white workers to be employed in service occupations. Black workers in unskilled operative and laborer positions outnumbered white workers by a ratio of 1.6 to 1. For workers in these two occupational categories, the table reports unemployment rates that were noticeably higher than those prevailing in other categories.

TABLE 6
DISTRIBUTION OF EMPLOYMENT BY OCCUPATION IN MARYLAND AND RESPECTIVE UNEMPLOYMENT RATE (ANNUAL AVERAGES)

Occupation	Percent of Employment			Unemployment Rate
	Total	White	Black	Total
Managerial and Profess. Spec.	30.8	33.0	21.8	2.1
Tech., Sales and Admin. Support	32.5	32.4	32.9	3.2
Service	12.4	10.1	21.0	6.3
Precision Production	11.4	12.6	7.5	4.0
Operators & Assemblers	10.7	9.4	15.1	9.1
Farming, Fishing, Forestry	2.2	2.5	1.7	5.4
All Occupations	100	100	100	4.6

Patterns of Reemployment Among Displaced Workers

Persons who are unemployed because of a decline in the vigor of their industry or occupation are referred to as displaced workers. Displacement may occur as a consequence of national or international trends or from regional realignments, such as the shift of some industries from the northeastern states to the "sun belt."

Although industries and occupations have declined and even disappeared throughout American history, the phenomenon of the displaced worker became most acute during recent recessions (1975, 1980-81, and 1982-83), which introduced basic changes and long-term structural problems into the American economy.

Displaced Workers Nationwide

Overview

In recognition of a growing problem, the Bureau of Labor Statistics of the U.S. Department of Labor undertook a study of displaced workers in January 1984. While not geographically specific, the study clarifies the nature of displacement and sheds light on the five-year period between January 1979 and January 1984. A follow-up study was completed in January 1985. The research concentrated on persons 20 years of age or older who had worked at the same job for at least 3 years and whose jobs had been terminated because of plant closing, company relocation, slack work, or the abolition of positions or shifts.

The survey revealed that, in the five years considered, 11.5 million workers over the age of 20 had lost their jobs because of at least one of the specified circumstances, but less than half of them (5.1 million) had worked for three or more years at the job from which they were terminated. The Bureau analyzed the current employment status, earnings, age, race, sex, job tenure, occupation, industry, and geographical origin of these 5.1 million workers.

By January 1984, of the 5.1 million workers in the study group, 1.3 million (about 25 percent) were still unemployed, a little over 700,000 (about 15 percent) had left the labor force, and 3.1 million (about 60 percent) had been reemployed. About 360,000 of the last group were employed only part-time. About 45 percent of those who were employed full-time (and who reported earnings) were earning less in the new job than in the old; for about 67 percent of these, earnings had eroded by 20 percent or more. About 25 percent of the total reemployed group reported that current earnings were 20 percent or more greater than earnings in the old job. Significantly, workers who had been displaced from jobs in durable goods manufacturing were more likely than other reemployed workers to earn less in their new positions than in their old positions.

The displaced workers' demographic characteristics generally paralleled those of the nation's unemployed in general. For example, the chances of reemployment declined significantly with age. Overall, 60.1 percent of the displaced workers had been reemployed by January 1984; the proportion for those aged 20 through 24 was 70.4 percent; for those aged 55 through 64 it was 40.8 percent; and for those 65 or older it was 20.8 percent. No doubt, many of the workers aged 65 or older had retired in the natural course; nevertheless, workers over age 55 represented a disproportionate share of those who left the labor force during the five years.

The relative incidence of reemployment to continued displacement among the nation's racial groups also followed historic labor-force patterns. While 62.6 percent of displaced whites had been reemployed by January 1984, only 41.8 percent of blacks and 52.2 percent of Hispanics had been reemployed.

There was very little difference between the races in the proportion of displaced persons who were no longer looking for work (an average of 15.5 percent with only a three-point spread). Dislocated female workers were far more likely to drop out of the labor force than any other group. Consequently, they were less likely to be reemployed. It is interesting to note that women 65 and older were more likely to be reemployed than were men of comparable age.

Industrial, Geographical, and Occupational Concentration

Perhaps the most significant findings of the Bureau of Labor Statistics study involved the industrial, occupational, and regional origins of displaced workers. Examination of these aspects strengthens the perception that the United States' economy and labor-force structure may have been altered irrevocably by recent recessions. All factors examined indicated a shift away from manufacturing as a major source of employment in the United States.

Almost half of the 5.1 million workers included in the study had been displaced from jobs in the manufacturing sector, principally in "hard" or durable-

goods industries. Of these 2.5 million workers, the largest number (almost 400,000) had worked in nonelectrical machinery; the next largest group (over 350,000) was in transportation equipment; the third largest (about 220,000) was in primary metals. Auto workers represented 225,000 of those displaced from the transportation-equipment industry. Of those who had lost jobs in the nonelectrical-machinery or transportation-equipment industries, over 60 percent were reemployed by January 1984. However, among workers terminated from jobs in the primary-metals industry, only 45.7 percent were reemployed, and 38.7 percent were still being reported as unemployed.

The fact that many of the displaced workers had lost their jobs in manufacturing was reflected in their heavy representation in certain geographical locations. The east north central part of the country accounted for the largest number (1.2 million). Nearly 800,000 lived in the middle Atlantic states. Furthermore, displaced workers in these two regions were less likely than those in other areas to have been reemployed when they were surveyed in January 1984. Nationally, over 60 percent of manufacturing workers had been reemployed by January 1984, while in the two geographical problem areas only about half had returned to work. About a third (400,000) of all displaced workers who still were unemployed in January 1984 were from the east north central region, and nearly one-half of these had been unemployed for more than six (6) months.

Despite this regionalization of displaced workers, only about 680,000 moved to different locations to seek employment or take other jobs. This is understandable, since many of the workers had strong community attachments and were ill-prepared to meet relocation expenses. Among those who did move, almost 3 out of 4 were reemployed by January 1984, as compared to only 3 out of 5 of those who did not relocate.

Occupations generally considered peripheral to manufacturing also were strongly represented by the displaced workers. Operators, fabricators, and laborers showed the highest incidence of displacement, and, as might be expected, workers with the lowest skill levels were the least likely to be reemployed. Of those who had been terminated from positions as handlers, equipment cleaners, helpers, and laborers, less than 50 percent were reemployed by January 1984. By contrast, of those displaced from managerial and professional jobs, the proportion reemployed was about 75 percent.

The survey results suggest that occupation was a stronger influence on increasing the probability of reemployment than was affiliation with particular industry. Among displaced workers who had been employed full-time and returned to work full-time by January 1984, only about one-fourth returned to the same industrial classification. However, a third of those finding employment did so in the same occupational group.

Follow Up Study

The follow-up study, completed in January 1985, reflected the markedly improved economic situation. The proportion of the 5.1 million displaced workers who were by then reemployed had risen to 67.3 percent overall (a 7.2 percent increase over the January 1984 figure). This increase was almost the same for men, women, blacks, and whites, but the percentage of displaced Hispanic workers returning to work during the year was twice that of other groups, raising the proportion of Hispanics reemployed to 66.5 percent from the 52.2 percent at the beginning of 1984. Another encouraging development during 1984 was that all categories of displaced workers were more likely to have been reemployed and less likely to have left the labor force than were comparable unemployed workers who were not identified as displaced. As might have been expected, the industries with the highest rehire rate between January 1984 and January 1985 were professional services and retail trade (40 and 36 percent respectively).

Displaced workers most likely to be rehired were in technical, sales, and administrative-support occupations.

Despite these improvements, on a nationwide basis displaced black workers, blue collar workers, and manufacturing workers continued to experience difficulty in finding reemployment.

Displaced Workers In Maryland

Between 1983 and 1985 the estimated number of displaced workers in Maryland declined by nearly 32 percent from 32,291 to 22,025. Between 1984 and 1985 alone the rate of decline was 14.9 percent, roughly twice that of reemployment nationwide. (A small portion of Maryland's improvement may have resulted from relocation of some displaced workers to other states.)

Displacement of workers has been less serious in

Maryland than nationwide because of the state's relatively healthy economy during the recessions and its rapidly declining reliance on manufacturing, which generated nearly half of the displaced workers throughout the nation. By 1985, manufacturing accounted for only 11.5 percent of Maryland's industrial employment as compared to 19.9 percent for the United States as a whole. Services, trade, and government sectors, which more easily withstand recessionary pressures, account for a larger proportion of Maryland's employment than does manufacturing. In 1985, the state's unemployment rate was the third lowest in the nation, largely because employment is concentrated in white collar growth industries.

Nevertheless, Maryland's loss of 30,605 manufacturing jobs between 1979 and 1985 hit certain regions of the state particularly hard. Manufacturing in Maryland tends to be centered in Baltimore City and Western Maryland. The latter region is remote from the burgeoning economies of the major metropolitan areas, making job displacement a persistent problem. The situation has remained particularly acute for those displaced workers who cannot or will not make the transition to more viable occupations and industries or relocate to another part of the state. Furthermore, there appears to be little hope for recovery in the occupational groups most affected. The Department of Employment and Training has projected further declines by 1990 in occupations such as assemblers, welders, and tool and die makers.

During 1986, the Department identified 4,990 job applicants as displaced workers. Of these, 1,118 were referred to jobs, 500 were placed, and 611 were either referred to or enrolled in training programs. In May 1986, Secretary of Labor William E. Brock announced that the Maryland Department of Employment and Training will receive $250,000 to assist workers displaced from a large facility in Carroll County. This money will be used to provide remedial and vocational education, retraining assistance, classroom and on-the-job training, counseling, job-search workshops, job clubs, and other supportive services.

EMPLOYMENT STATUS OF DISPLACED WORKERS BY AGE, SEX, RACE, AND HISPANIC ORIGIN JANUARY 1984

(Percent)

Age, Race, Sex, and Hispanic Origin	Total[1] (thousands)	Total	Employed	Unemployed	Not in the Labor Force
TOTAL					
Total, 20 years and over	5,091	100.0	60.1	25.5	14.4
20 to 24 years	342	100.0	70.4	20.2	9.4
25 to 54 years	3,809	100.0	64.9	25.4	9.6
55 to 64 years	748	100.0	40.8	31.8	27.4
65 years and over	191	100.0	20.8	12.1	67.1
Total, 20 years and over	3,328	100.0	63.6	27.1	9.2
20 to 24 years	204	100.0	72.2	21.7	6.1
25 to 54 years	2,570	100.0	68.2	26.8	5.0
55 to 64 years	461	100.0	43.6	34.1	22.3
65 years and over	92	100.0	16.8	12.9	70.3
WOMEN					
Total, 20 years and over	1,763	100.0	53.4	22.5	24.2
20 to 24 years	138	100.0	67.8	18.0	14.2
25 to 54 years	1,239	100.0	58.0	22.6	19.4
55 to 64 years	287	100.0	36.3	28.0	35.7
65 years and over	99	100.0	24.6	11.3	64.1
WHITE					
Total, 20 years and over	4,397	100.0	62.6	23.4	13.9
Men	2,913	100.0	66.1	25.1	8.8
Women	1,484	100.0	55.8	20.2	24.1
BLACK					
Total, 20 years and over	602	100.0	41.8	41.0	17.1
Men	358	100.0	43.9	44.7	11.4
Women	244	100.0	38.8	35.6	25.6
HISPANIC ORIGIN					
Total, 20 years and over	282	100.0	52.2	33.7	14.1
Men	189	100.0	55.2	35.5	9.3
Women	93	100.0	46.3	30.0	23.6

[1] Data refer to persons with tenure of three or more years who lost or left a job between January 1979 and January 1984 because of plant closings or moves, slack work, or the abolishment of their positions or shifts.

NOTE: Detail for the above race and Hispanic-origin groups will not sum to totals because data for the "other races" group are not presented and Hispanics are included in both the white and black population groups.

EMPLOYMENT STATUS OF DISPLACED WORKERS BY INDUSTRY AND CLASS OF WORKER OF LOST JOB JANUARY 1984

(Percent)

Industry and Class of Worker of Lost Job	Total[1] (thousands)	Total	Employed	Unemployed	Not in the Labor Force
TOTAL, 20 YEARS AND OVER[2]	5,091	100.0	60.1	25.5	14.4
Nonag. private wage and salary workers	4,700	100.0	59.8	25.8	14.4
Mining	150	100.0	60.4	31.0	8.6
Construction	401	100.0	55.0	30.7	14.3
Manufacturing	2,483	100.0	58.5	27.4	14.1
Durable goods	1,675	100.0	58.2	28.9	12.9
Lumber and wood products	81	100.0	67.9	19.9	13.0
Furniture and fixtures	65	100.0	[3]	[3]	[3]
Stone, clay, and glass products	75	100.0	47.5	30.5	22.0
Primary metal industries	219	100.0	45.7	38.7	15.6
Fabricated metal products	173	100.0	62.0	32.2	5.8
Machinery, except electrical	396	100.0	62.3	27.4	10.3
Electrical machinery	195	100.0	48.2	34.5	17.3
Transportation equipment	354	100.0	62.6	26.0	11.4
Automobiles	224	100.0	62.9	24.0	13.1
Other transportation equipment	130	100.0	62.1	29.4	8.5
Professional and photographic equip.	54	100.0	[3]	[3]	[3]
Other durable goods industries	62	100.0	[3]	[3]	[3]
Nondurable goods	808	100.0	59.1	24.2	16.7
Food and kindred products	175	100.0	52.5	32.6	15.0
Textile mill products	80	100.0	59.8	26.2	13.9
Apparel and other finished textile prods.	132	100.0	63.0	14.2	22.8
Paper and allied products	60	100.0	[3]	[3]	[3]
Printing and publishing	103	100.0	58.0	22.9	19.1
Chemicals and allied products	110	100.0	64.0	27.3	8.7
Rubber and miscellaneous plastics prods.	100	100.0	62.9	18.3	18.8
Other nondurable goods industries	49	100.0	[3]	[3]	[3]
Transportation and public utilities	336	100.0	57.9	26.8	15.3
Transportation	280	100.0	58.8	30.5	10.7
Communication and other public utilities	56	100.0	[3]	[3]	[3]
Wholesale and retail trade	732	100.0	61.4	21.6	16.9
Wholesale trade	234	100.0	69.6	22.0	8.4
Retail trade	498	100.0	57.6	21.5	20.9
Finance, insurance, and real estate	93	100.0	78.5	12.4	9.1
Services	506	100.0	65.0	20.5	14.5
Professional services	187	100.0	64.0	19.8	16.1
Other service industries	318	100.0	65.6	20.9	13.5
Agricultural wage and salary workers	100	100.0	69.9	22.9	7.2
Government workers	248	100.0	63.3	18.7	18.0
Self-employed and unpaid family workers	25	100.0	[3]	[3]	[3]

[1] Data refer to persons with tenure of three or more years who lost or left a job between January 1979 and January 1984 because of plant closings or moves, slack work, or the abolishment of their positions or shifts.
[2] Total includes a small number who did not report industry or class of worker.
[3] Data not shown where base is less than 75,000.

Local Employment and Training Facts

The State of Maryland is divided into Baltimore City and twenty-three counties. The Department of Employment and Training has offices and operates programs in each subdivision. This section focuses on the impact that DET local offices and programs have on economic and labor market conditions within Maryland, Baltimore City, and each county.

The political subdivisions are placed in alphabetical order and the local information includes:

Each office's location, mailing address, telephone number, and manager;

A thumbnail sketch of economic and labor market conditions;

A graphic comparison of unemployment rates during the past four state fiscal years;

Highlights of local office program activity;

Fiscal Year 1986 service totals for the Job Service and Unemployment Insurance programs (Note: Unemployment Insurance claim totals include Maryland Unemployment Insurance, Unemployment Compensation for Federal Employees, and Unemployment Compensation for Ex-Servicepersons program totals); and

Occupations with a large projected growth through 1990.

For more detailed information the individual offices or the local Economic and Community Development agencies may be contacted. If further Department of Employment and Training material is needed, the following materials are available through the Division of Research and Analysis:

Maryland Labor Market Dimensions (Monthly)

Labor Market Analysis (Current and Projected through 1990)

Affirmative Action Data (Annual)

Employment and Payrolls Covered by the Unemployment Insurance Law of Maryland (Quarterly/Annual)

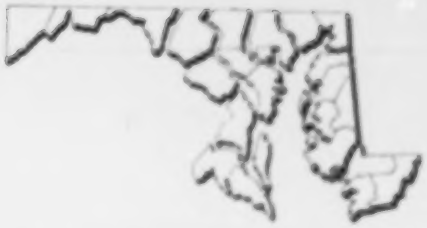
Zoned Employment and Unemployment Statistics (Annual)

Labor Force, Employment, and Unemployment by Place of Residence (Monthly/Annual)

Unemployment Insurance Claimant Distribution by Industry (Monthly)

Claims Processed for Unemployment Insurance Benefits (Weekly)

Occupational Wage Information (Annual)



State of Maryland

State Employment and Training Facts

DEPARTMENT OF EMPLOYMENT AND TRAINING CENTRAL OFFICE

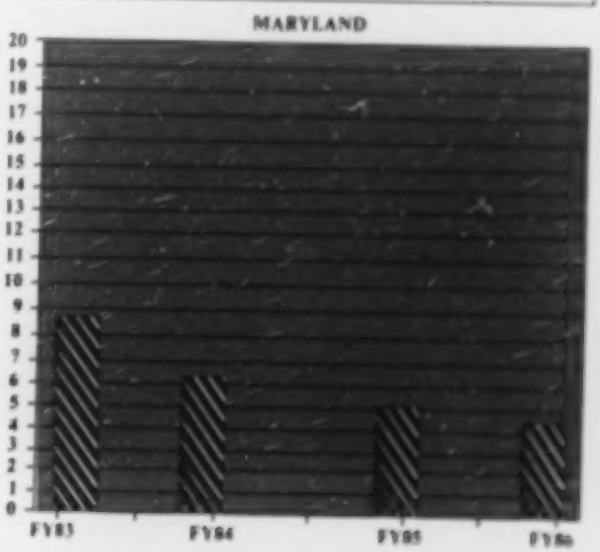
1100 North Eutaw Street
Employer Services (301) 333-5070

Baltimore, Maryland 21201
R. Malcolm-Rodgers, Secretary

In the last ten years, Maryland's economy has become less dependent on manufacturing and more diversified. Today, services, trade, and government help form an economic base which, along with manufacturing, encompasses many industries. This diversification has enabled Maryland to increase jobs while lowering its unemployment rate to one of the country's lowest. The rejuvenation of Baltimore, creating large numbers of service sector jobs, typifies the transformation of Maryland's economy. Additionally, growth in new industries and in other geographic areas of the State has contributed to the State's healthy labor market.

The distribution of employment demonstrates the State's diversity. Services and trade each share approximately one quarter of Maryland's employment, while government contains about one fifth. Business and health lead the expansion of the services industry, the economy's strongest growing area.

Unemployment Rates



Job Service Totals - 1986

Employment Applications	151,336
Counseling	4,061
Testing	9,358
Job Development Contacts	42,145
Placements	42,500
Veteran Placements	7,403
UI Claimants Placements	7,560
TJTC Vouchers	10,085

Unemployment Insurance Totals - 1986

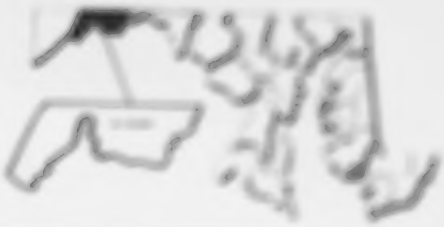
Initial Claims	258,413
Weeks Claimed	1,906,525
Total Payout	$201,885,864
Average Weekly Payout	$134.73
Claimants Receiving Benefits	112,239
Average Duration of Claims (Wks)	13.4
Claimants Exhausting Benefits	26,682

Occupations With A Large Projected Growth Through 1990

Janitors/Porters/Cleaners	30,077	Nurse, Professional	12,537
Sales Clerk	27,157	Waiter/Waitress	10,958
Fast Food Service Worker	16,539	Cashier	11,328
Secretary	22,631	Nurse Aide/Orderly	9,617
General Office Clerk	18,324	Retail Store Manager	9,464

Allegany County, Maryland

Local Employment and Training Facts



CUMBERLAND LOCAL OFFICE

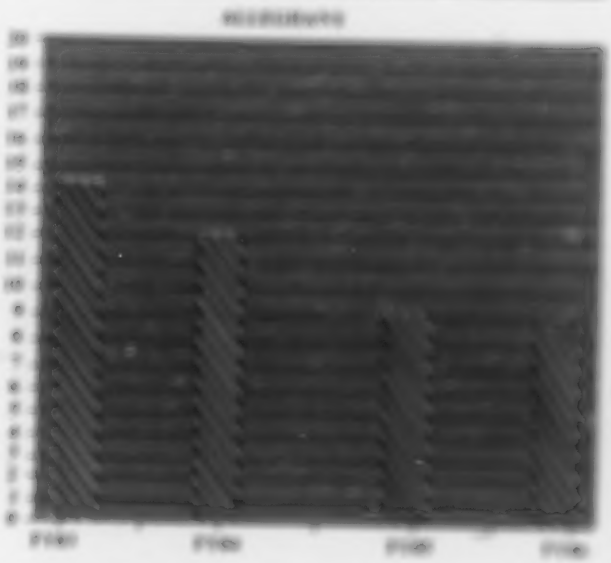
239 North Mechanic Street
Employer Services (301) 777-2149

P.O. Box 1717
Cumberland, Maryland 21501
R. D. Moore, Manager

Despite an unemployment rate that declined from 8.1 percent to 7.5 percent from June 1985 to June 1986, the composition of Allegany County's labor force remained the same with only marginal growth in employment. Depending heavily on manufacturing, the county's employment continues to erode and not profit from the national economic recovery. In fact total employment in Allegany County was at levels 5.6 percent less than five years ago. However retail trade did experience significant growth while manufacturing services and mining declined.

During the past year the Cumberland Job Service Office increased its positive recruitment services to employers. Major services included registration, counseling, testing, screening and referral. The Cumberland Job service Office helped two major manufacturers, several large retailers and food service operations find new qualified employees. Additionally, the Cumberland Job Service assisted the area's dislocated workers in finding new employment.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	4,969
Counseling	908
Testing	335
Job Development Contacts	540
Placements	1,409
Veteran Placements	35
UI Claimant Placements	234
TJTC Vouchers	454

Unemployment Insurance Totals — 1986

Initial Claims	11,747
Weeks Claimed	49,152
Total Payroll	$[illegible]
Average Weekly Payroll	$ 319.72
Claimants Receiving Benefits	3,882
Average Duration of Claims (Weeks)	12.6
Claimants Exhausting Benefits	1,580

Occupations With A Large Projected Growth Through 1995

Sales Clerk	400	Truck Driver	170
Carpenter	140	Heavy Equipment Operator	130
General Office Clerk	335	Janitors/Kitchen Cleaners	750
Secretary	352	Waiter/Waitress	210
Nurse, Professional	217	Sewing Machine Operators, Garment	130
Waiter/Waitress	202	Retail Store Manager	165
Bookkeeper, Hand	135		

Anne Arundel County, Maryland

Local Employment and Training Facts

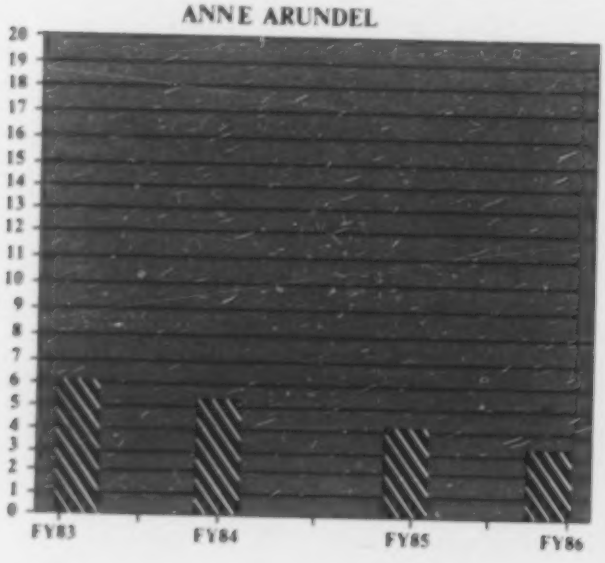
ANNAPOLIS LOCAL OFFICE
30 Hudson Street P.O. Box 506
Annapolis, Maryland 21401
Employer Services (301) 269-3115
Sue Ellen Tingle, Manager

GLEN BURNIE LOCAL OFFICE
7500 Ritchie Highway P.O. Box 284
Glen Burnie, Maryland 21061
Employer Services (301) 787-2330
James Basford, Manager

Anne Arundel County remained a hotbed of economic activity over the past year. During 1985 the county issued more than $91 million in Industrial Revenue Bonds fueling incentives for business expansion and new development activities. The net effect was visible in an across the board gain in the county's industrial payrolls which, in turn, contributed to a decline in the county's unemployment rate to 3.1 percent in June 1986. The county's retail trade and services sectors added nearly 3000 jobs. With increasing emphasis on the defense and electronic industries, manufacturing employment has also provided strength to the county's economic base.

Anne Arundel County maintains two full service DET offices. The Glen Burnie Office serves northern Anne Arundel County and parts of southwestern sections of Baltimore City and Baltimore County. Highlighting the Annapolis Office's activities this past year was a highly successful Jobs Fair attended by 1500 job seekers and 50 employers. The Anne Arundel County Council passed a resolution to make the Jobs Fair an annual event.

Unemployment Rates



Job Service Totals — 1986

ANNAPOLIS	
Employment Applications	5,080
Counseling	90
Testing	51
Job Development Contacts	1,478
Placements	1,786
Veteran Placements	276
UI Claimant Placements	258
TJTC Vouchers	209

Unemployment Insurance Totals —1986

Initial Claims	3,532
Weeks Claimed	32,088
Total Payout	$3,156,575
Average Weekly Payout	$141.28
Claimants Receiving Benefits	1,732
Average Duration of Claims (Weeks)	13.0
Claimants Exhausting Benefits	319

Job Service Totals — 1986

GLEN BURNIE

Employment Applications	5,125
Counseling	36
Testing	656
Job Development Contacts	654
Placements	1,229
Veteran Placements	308
UI Claimant Placements	200
TJTC Vouchers	452

Unemployment Insurance Totals —1986

Initial Claims	13,815
Weeks Claimed	108,960
Total Payout	$13,623,557
Average Weekly Payout	$143.18
Claimants Receiving Benefits	6,686
Average Duration of Claims (Weeks)	14.4
Claimants Exhausting Benefits	1,663

Occupations With A Large Projected Growth Through 1990

Sales Clerk	1,766	Electrical/Electronic Engineer	1,100
Secretary	1,366	Janitors/Porters/Cleaners	1,836
General Office Clerk	1,070	Retail Store Manager	612
Cashier	624	Electrical/Electronic Technician	324
Guards/Doorkeepers	670	Electrical/Electronic Assembler	350

Baltimore City, Maryland

Local Employment and Training Facts

BALTIMORE JOB SERVICE OFFICE
1100 N. Eutaw Street, P.O. Box 552
Baltimore, Maryland 21201
Employer Services (301) 333-5187
Dennis Lanahan, Manager

BALTIMORE UNEMPLOYMENT INSURANCE OFFICE
1100 N. Eutaw Street, P.O. Box 552
Baltimore, Maryland 21201
Inquiries (301) 333-7987
Elaine Stevens, Manager

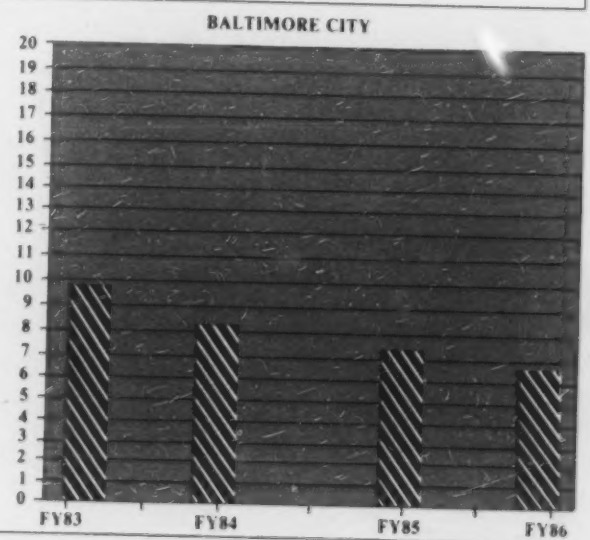
NORTHWEST LOCAL OFFICE
4025 Mortimer Avenue
Baltimore, Maryland 21215
Employer Services (301) 358-6682
Leonard Jones, Manager

Baltimore City continues to be a dynamic urban area generating new commercial and residential development, notably, in the area near the harbor. This activity helped boost the city's industrial payrolls by nearly 7,100 jobs over the past year. The services sector, which has reaped the profits of the city's expanding tourist trade, remained a major source of economic strength during the fiscal year. Strong hiring activity in the finance, insurance and real estate sectors demonstrates the city's role as the business center of the Baltimore Metropolitan Area. However, continuing losses in the city's manufacturing base retarded overall growth.

The downtown Baltimore Job Service Office continues to exceed its placement goals. In 1985, the office placed 6,007 individuals in jobs.

The Northwest Baltimore Job Service Office is benefiting from the tremendous growth in retail and services in this part of the city. The opening of the new shopping mall in Owings Mills and new stores in other area malls has helped fuel this business expansion.

Unemployment Rates



Job Service Totals — 1986

BALTIMORE	
Employment Applications	25,383
Counseling	595
Testing	2,489
Job Development Contacts	8,158
Placements	6,007
Veteran Placements	1,110
UI Claimant Placements	814
TJTC Vouchers	4,291

NORTHWEST	
Employment Applications	6,991
Counseling	212
Testing	174
Job Development Contacts	860
Placements	1,098
Veteran Placements	306
UI Claimant Placements	447
TJTC Vouchers	477

Unemployment Insurance Totals —1986

Initial Claims	44,497
Weeks Claimed	412,230
Total Payout	$37,012,885
Average Weekly Payout	$129.83
Claimants Receiving Benefits	18,338
Average Duration of Claims (Weeks)	15.6
Claimants Exhausting Benefits	6,238

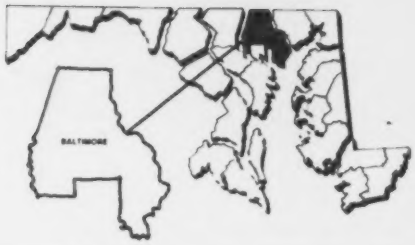
Initial Claims	1,626
Weeks Claimed	113,088
Total Payout	$12,913,844
Average Weekly Payout	$132.39
Claimants Receiving Benefits	5,694
Average Duration of Claims (Weeks)	17.2
Claimants Exhausting Benefits	2,287

Occupations With A Large Projected Growth Through 1990

Nurse, Professional	5,526	Fast Food Service Worker	8,720
Secretary	7,090	Janitors/Porters/Cleaners	11,157
Waiter/Waitress	4,084	Nurses' Aide/Orderly	3,337
General Office Clerk	5,299	Guards/Doorkeepers	3,247
Cashier	2,764	Manager, Eating/Drinking Establ	1,888

Baltimore County, Maryland

Local Employment and Training Facts



EASTPOINT LOCAL OFFICE
7930 Eastern Blvd., P.O. Box 9917
Baltimore, Maryland 21224
Employer Services (301) 288-9050
Rebecca Tucker, Manager

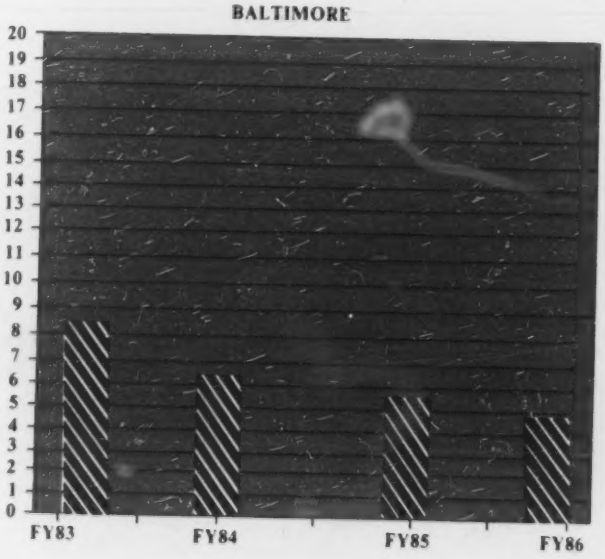
ARBUTUS JOB SERVICE OFFICE
5200 Westland Blvd.
Baltimore, Maryland 21227
Employer Services (301) 242-8540

TOWSON LOCAL OFFICE
1228 E. Joppa Road P.O. Box 9756
Baltimore, Maryland 21204
Employer Services (301) 321-4063
Dennis Yeagle, Manager

The ongoing revitalization efforts in Baltimore County's older commercial centers, coupled with development activities in the White Marsh, Owings Mills and Hunt Valley areas, have been driving forces behind the county's employment growth over the past year. The county's industrial payrolls expanded by nearly 7,000 jobs. The payoffs were clearly evident in sizeable job gains in the services, construction and retail trade industries. These increases, which helped to cushion the impact of continuing declines in the manufacturing sector, contributed to an over the year drop in the county's unemployment rate from 5.0 percent in June, 1985 to 4.2 percent in June, 1986.

DET'S three Baltimore County offices are located in Eastpoint, Towson and Catonsville. Each one of these offices is co-located with Baltimore County Occupational Training Administration offices, enhancing the delivery of services to the unemployed and other job seekers.

Unemployment Rates



Job Service Totals — 1986

EASTPOINT

Employment Applications	8,590
Counseling	228
Testing	135
Job Development Contacts	2,140
Placements	1,441
Veteran Placements	524
UI Claimant Placements	431
TJTC Vouchers	466

Unemployment Insurance Totals —1986

Initial Claims	31,845
Weeks Claimed	250,270
Total Payout	$29,585,181
Average Weekly Payout	$142.56
Claimants Receiving Benefits	15,526
Average Duration of Claims (Weeks)	12.9
Claimants Exhausting Benefits	4,267

(Continued) Baltimore County, Maryland

TOWSON

Employment Applications	5,790
Counseling	367
Testing	191
Job Development Contacts	703
Placements	1,663
Veteran Placements	252
UI Claimant Placements	246
TJTC Vouchers	307
Initial Claims	11,376
Weeks Claimed	97,827
Total Payout	$12,970,523
Average Weekly Payout	$145.75
Claimants Receiving Benefits	6,146
Average Duration of Claims (Weeks)	16.2
Claimants Exhausting Benefits	1,640

Occupations With A Large Projected Growth Through 1990

Sales Clerk	4,854
Nurse, Professional	2,079
Truck Driver	1,131
Secretary	2,684
General Office Clerk	2,301
Delivery/Route Worker	702
Nurses' Aide/Orderly	1,855
Cashier	1,697
Fast Food Service Worker	1,766
Stock Clerk, Sales Floor	655
Retail Store Manager	1,297
Waiter/Waitress	1,334

Calvert County, Maryland

Local Employment and Training Facts

PRINCE FREDERICK LOCAL OFFICE

Fourth Street
Employer Services (301) 535-1556

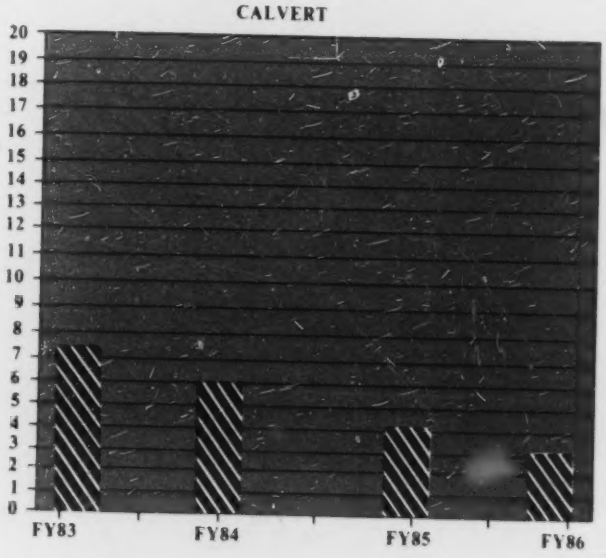
P.O. Box 508

Prince Frederick, Maryland 20678
Donald Chriscoe, Manager

Although it's primarily a rural community, Calvert County became an official part of the Washington Metropolitan Statistical Area recognition of the role daily commuters to the Washington area now have on the local economy. Although the county has enjoyed economic growth, the county's industrial base remains quite small in comparison to the size of its labor force. Many Calvert County residents are originally from urban areas and have relocated to Calvert County for its rural environment, lower taxes and lower land prices. The county's population gains have helped the local economy by increasing the demand for consumer goods. This growth has significantly increased employment between the first quarters of Fiscal Year 1985 and 1986 in construction and retail trade. New employers for the county included a food processing firm, the county's first movie theater, and a major chain hotel. Plans call for completing another hotel in the 1987 Fiscal Year.

The Prince Frederick Office helped the new businesses locating in Calvert County by recruiting job applicants. Businesses assisted included a new food processing plant and a new hotel chain.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	1,665
Counseling	9
Testing	9
Job Development Contacts	175
Placements	590
Veteran Placements	58
UI Claimant Placements	170
TJTC Vouchers	31

Unemployment Insurance Totals —1986

Initial Claims	1,603
Weeks Claimed	13,976
Total Payout	$1,360,788
Average Weekly Payout	$133.39
Claimants Receiving Benefits	744
Average Duration of Claims (Weeks)	13.9
Claimants Exhausting Benefits	122

Occupations With A Large Projected Growth Through 1990

Sales Clerk	81	Teacher, Secondary School	172
Cashier	55	Teacher, Elementary School	175
Secretary	61	Janitors/Porters/Cleaners	174
Nurses' Aide/Orderly	51	Kitchen Helper	48
General Office Clerk	47	Teacher's Aide	37
Bus Driver	35	Carpenter	38

Carroll County, Maryland

Local Employment and Training Facts

WESTMINSTER LOCAL OFFICE

532 Baltimore Boulevard
Employer Services (301) 876-2240

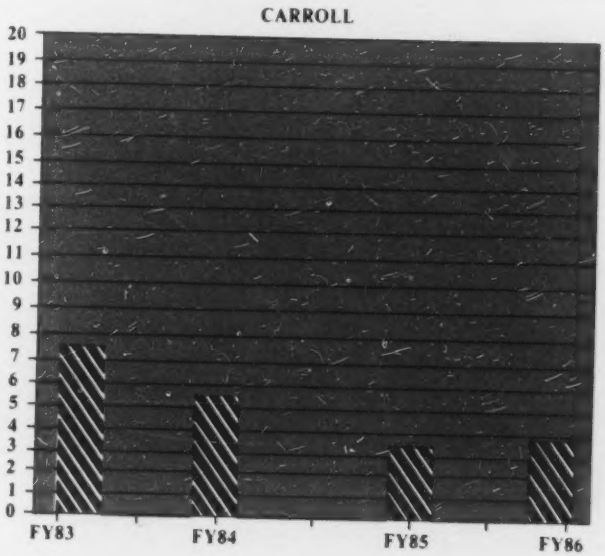
P.O. Box 270

Westminster, Maryland 21157
Theodora Stephen, Manager

Economic improvements in Carroll County over the past year, led by almost equal gains in construction, retail trade and services, contributed to a decline in the county's unemployment rate from 3.6 percent in June, 1985 to 3.1 percent in June, 1986. Recent developments of import which helped to boost the county's employment and will, undoubtedly, lead to future opportunities were the groundbreaking for Carroll Community College and Cranberry Mall. The county's manufacturing base, however, was blighted by repeated layoffs. At Black and Decker, the phase-out of the tool accessories division meant permanent job loss for about 1,400 workers, almost one-half of whom were Carroll County residents.

The Westminster Job Service played an active support role in the economic improvements in Carroll County. The Westminster Office listed 1,369 job openings from 665 different employers. The average wage of filled job openings was $4.65 an hour. The Westminster Job Service Employer Committee provided three seminars on unemployment insurance topics for the local business community.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	3,887
Counseling	132
Testing	50
Job Development Contacts	313
Placements	736
Veteran Placements	99
UI Claimant Placements	219
TJTC Vouchers	74

Unemployment Insurance Totals —1986

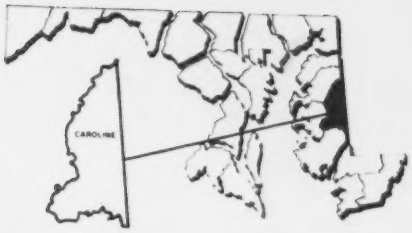
Initial Claims	11,401
Weeks Claimed	53,287
Total Payout	$6,529,470
Average Weekly Payout	$142.00
Claimants Receiving Benefits	5,591
Average Duration of Claims (Weeks)	8.4
Claimants Exhausting Benefits	455

Occupations With A Large Projected Growth Through 1990

Sales Clerk	388	Sewing Machine Operator, Garment	344
Secretary	258	Truck Driver	152
Carpenter	165	Production Packager	145
Nurse, Professional	242	Nurses' Aide/Orderly	215
General Office Clerk	196		

Caroline County, Maryland

Local Employment and Training Facts



DENTON LOCAL OFFICE

Fourth and Randolph Streets
Employer Services (301) 479-1160

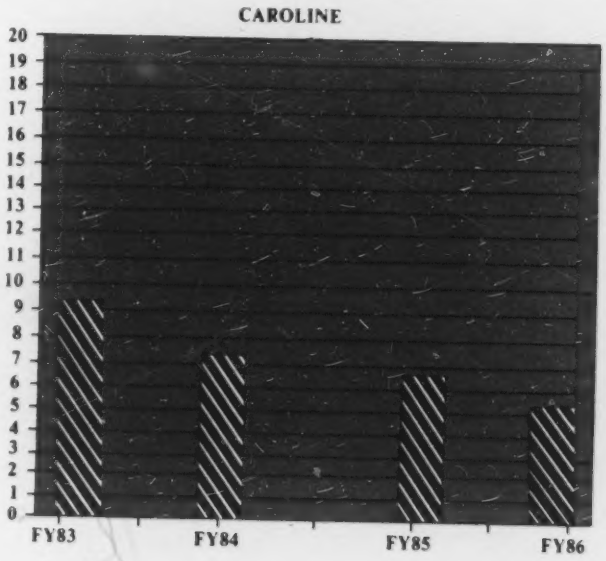
P.O. Box 159

Denton, Maryland 21629
Lindsay Clendaniel, Manager

With the exception of transportation and manufacturing, Caroline County's economy is largely dependent on agriculture. Transportation accounts for 25 percent and manufacturing amounts to 18 percent of the area's employment. Construction of a new industrial park in Denton was completed and several employers have expressed an interest in the location. A new industrial park is being constructed in Federalsburg. Prospects to hire 50 new employees are the result of a proposal by the local developer to build a new motel/restaurant complex. Due to the county's dependence on agriculture, the unemployment rates are seasonal with the lowest levels occurring during the harvest months of September and October.

The Denton Job Service Office provides comprehensive employment services five days a week and unemployment services on Wednesdays. During Fiscal Year 1986, the Denton Job Service Office placed 485 individuals in gainful employment.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	1,257
Counseling	0
Testing	211
Job Development Contacts	432
Placements	485
Veteran Placements	51
UI Claimant Placements	62
TJTC Vouchers	37

Unemployment Insurance Totals —1986

Initial Claims	2,438
Weeks Claimed	13,298
Total Payout	$1,234,503
Average Weekly Payout	$108.13
Claimants Receiving Benefits	952
Average Duration of Claims (Weeks)	12.4
Claimants Exhausting Benefits	108

Occupations With A Large Projected Growth Through 1990

Nurses' Aide/Orderly	32	Carpenter	30
Truck Driver	47	General Office Clerk	41
Secretary	44	Janitors/Porters/Cleaners	51
Retail Store Manager	31	Helper, Trades	19
Waiter/Waitress	19	Maintenance Repairer	16
Electrician	14		

Cecil County, Maryland

Local Employment and Training Facts

ELKTON LOCAL OFFICE

170 East Main Street
Employer Services (301) 398-3810

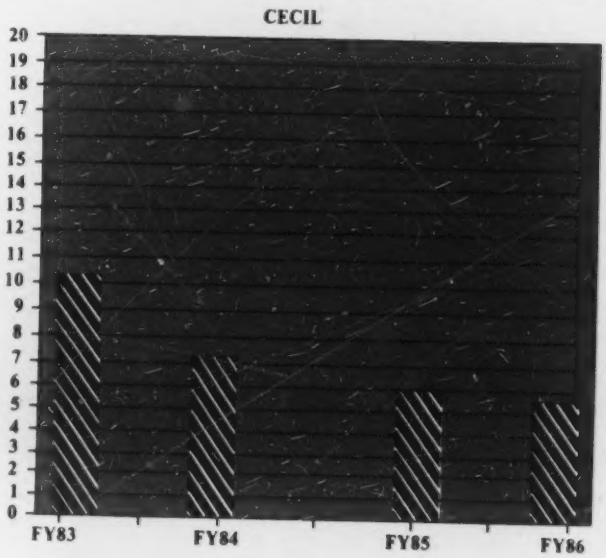
P.O. Box 250

Elkton, Maryland 21921
Steve Dorezas, Acting Manager

During 1985, Cecil County added approximately 500 jobs to its economy. A large proportion of these jobs was in retail trade, an industry which received a boost from the expansion of shopping malls in the Elkton and North East areas. Employment in construction has increased as a result of projects to upgrade bridges on the Route 40 and 213 corridors. Manufacturing remains static and could take a down turn with the expected phase out of a local employer.

Automation has come to the Elkton Office resulting in improved services for residents. Unemployment Insurance claimants now view a video tape discussing their rights and responsibilities while waiting to file a claim. The installation of personal computers has enabled the Job Service staff to quickly access information on job applicants and job openings. Additionally, local administrative staff continue to conduct outreach programs to the business community so that local employment needs are fulfilled.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	4,634
Counseling	56
Testing	196
Job Development Contacts	263
Placements	1,278
Veteran Placements	279
UI Claimant Placements	284
TJTC Vouchers	67

Unemployment Insurance Totals —1986

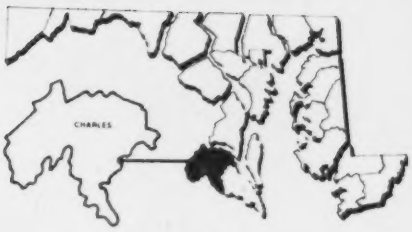
Initial Claims	6,383
Weeks Claimed	40,583
Total Payout	$2,916,121
Average Weekly Payout	$124.55
Claimants Receiving Benefits	1,980
Average Duration of Claims (Weeks)	12.1
Claimants Exhausting Benefits	261

Occupations With A Large Projected Growth Through 1990

Nurses' Aide/Orderly	124	Truck Driver	102
Nurse, Professional	97	Service Station Attendant	75
Sales Clerk	158	Delivery/Route Worker	64
Teller	70	Janitors/Porters/Cleaners	182
Secretary	143	General Office Clerk	126
Retail Store Manager	94		

Charles County, Maryland

Local Employment and Training Facts



WALDORF LOCAL OFFICE

Annapolis Federal Savings & Loan Bldg
Employer Services (301) 645-8710

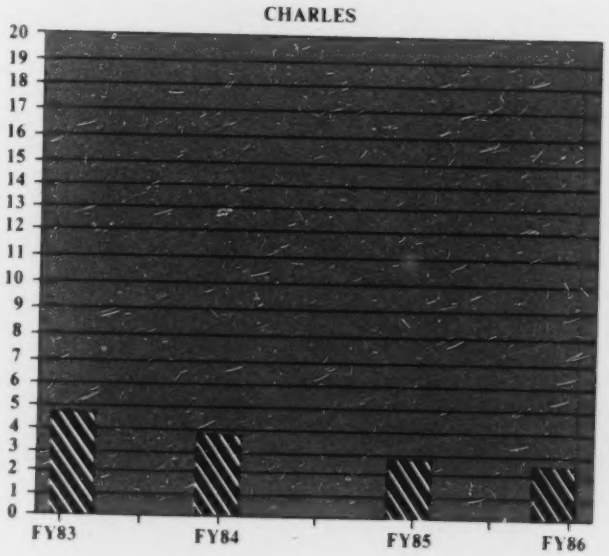
P.O. Box 9

Waldorf, Maryland 20601
Kenneth Duffield, Manager

With the beginning of Fiscal Year 1986, Charles County's economic growth doubled the statewide rate. County payrolls increased by more than 1,700 jobs over the previous year. All divisions of industry shared in this economic expansion with the private sector showing more increases than government. More small and medium sized consumer oriented businesses are opening in the county as it becomes more of a bedroom community of the Washington Metropolitan Area. Currently a huge shopping mall is being developed in the St. Charles area; the mall will be the largest retail center in the region when it is completed. The economic outlook appears to be good for this relatively small but diverse labor market. With employment advancing well above labor force growth, the county's jobless rate dropped to 2.4 percent in June of 1986, down from 2.8 percent in June of 1985.

The Waldorf Job Service Office coordinates services for area residents with the local Economic Development Commission, the Southern Maryland Private Industry Council, and the Tri-County Job Service Employer Committee.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	2,791
Counseling	35
Testing	0
Job Development Contacts	454
Placements	748
Veteran Placements	63
UI Claimant Placements	93
TJTC Vouchers	63

Unemployment Insurance Totals —1986

Initial Claims	2,741
Weeks Claimed	25,277
Total Payout	$2,236,986
Average Weekly Payout	$136.40
Claimants Receiving Benefits	1,174
Average Duration of Claims (Weeks)	14.0
Claimants Exhausting Benefits	258

Occupations With A Large Projected Growth Through 1990

Sales Clerk	283	General Office Clerk	181
Secretary	181	Janitors/Porters/Cleaners	211
Cashier	118	Retail Store Manager	105
Nurses' Aide/Orderly	67	Delivery/Route Worker	53
Insurance Sales Agent	45		

Dorchester County, Maryland

Local Employment and Training Facts

CAMBRIDGE LOCAL OFFICE

503 Race Street
Employer Services (301) 228-0700

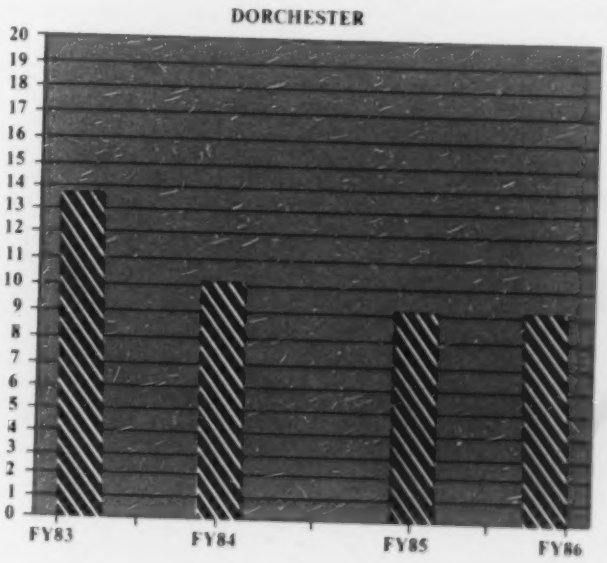
P.O. Box 719

Cambridge, Maryland 21613
William Barnes, Manager

Several layoffs at the beginning of 1985 in manufacturing, Dorchester's largest industrial sector, caused the county's 1985 unemployment rates to rise above the levels of 1984. However, since July, 1985, four new fastfood restaurants, two new seafood restaurants along the Cambridge Creek, and a 100 room motel/restaurant have opened. Retail trade and services jobs created by these openings have helped to offset a decline in manufacturing jobs. The Dorchester County Economic Development Committee is aggressively seeking occupants for a new building completed at the expanded industrial park. Many of the laid-off manufacturing employees have been recalled and two large manufacturers have applied for Industrial Revenue Bonds to finance expansion. The June, 1986 unemployment rate of 6.1 percent compares favorably to the June, 1985 rate of 8.5 percent.

The Cambridge Job Service Office serves a Dorchester County labor force of approximately 15,000 persons. An Employer Advisory Committee assists in coordinating activities between the Job Service and the area's employers, and an Upper Shore Service Delivery Area staff provides applicants with training opportunities.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	1,975
Counseling	24
Testing	41
Job Development Contacts	473
Placements	966
Veteran Placements	80
UI Claimant Placements	169
TJTC Vouchers	66

Unemployment Insurance Totals —1986

Initial Claims	5,919
Weeks Claimed	36,894
Total Payout	$3,546,849
Average Weekly Payout	$105.22
Claimants Receiving Benefits	1,973
Average Duration of Claims (Weeks)	17.9
Claimants Exhausting Benefits	538

Occupations With A Large Projected Growth Through 1990

Production Packager	279	Assembler	192
Truck Driver	68	Washer/Separator, Food	69
Carpenter	60	Janitors/Porters/Cleaners	144
Maintenance Repairer	49	Industrial Truck Operator	41
Helper, Trades	45	Sales Clerk	77

Frederick County, Maryland

Local Employment and Training Facts

FREDERICK LOCAL OFFICE

100 West Patrick Street
Employer Services (301) 694-2180

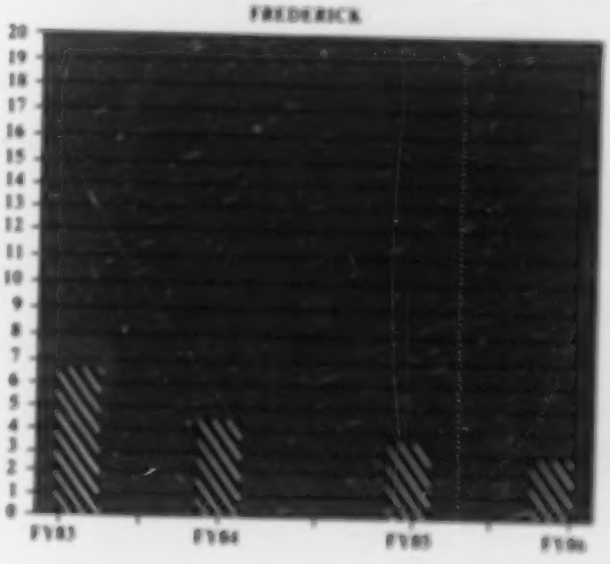
P.O. Box 700

Frederick, Maryland 21701
Gary Wiedel, Manager

Frederick County's employment base continued to expand dramatically through Fiscal Year 1986. The number of employed persons grew by over 3,200 between June, 1985, and June, 1986, while the labor force increased even more rapidly. Although some of this impressive growth is attributable to the ongoing influx of new residents who commute to other jurisdictions, local industrial employment has advanced as well. Significant expansion occurred in construction, retail trade and services, which more than made up for some marginal losses in manufacturing. Total quarterly wages paid by county employers grew by nearly $15 million between the third quarters of 1984 and 1985, contributing even more to the economic vitality engendered by highly paid commuters. All of these factors resulted in the county maintaining a very low unemployment rate of 2.7 percent in June, 1986.

The Frederick County Job Service capitalized on the county's expanding economy by placing 1,440 residents in employment during the 1986 Fiscal Year.

Unemployment Rates



Job Service Totals — 1986

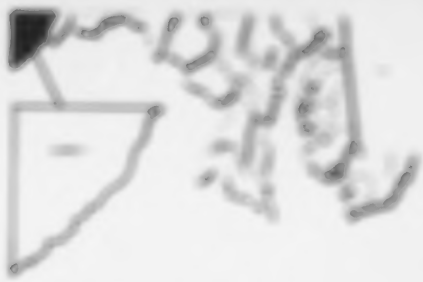
Employment Applications	3,639
Counseling	84
Testing	46
Job Development Contacts	813
Placements	1,440
Veteran Placements	260
UI Claimant Placements	190
TJTC Vouchers	76

Unemployment Insurance Totals — 1986

Initial Claims	7,324
Weeks Claimed	33,429
Total Payout	$3,924,400
Average Weekly Payout	$138.36
Claimants Receiving Benefits	3,668
Average Duration of Claims (Weeks)	8.2
Claimants Exhausting Benefits	231

Occupations With A Large Projected Growth Through 1990

Sales Clerk	831	Janitors/Porters/Cleaners	599
Secretary	492	General Office Clerk	425
Waiter/Waitress	333	Fast Food Service Worker	279
Truck Driver	224	Electrical/Electronic Engineer	181
Cashier	258	Electrical/Electronic Technician	158
Carpenter	196	Nurse, Professional	234



Garrett County, Maryland

Local Employment and Training Facts

OAKLAND LOCAL OFFICE

216 E. Alder Street
Employer Services (301) 334-3272

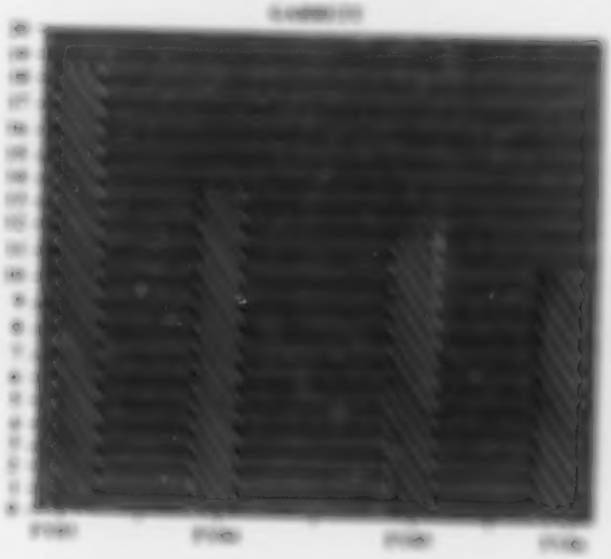
PO Box 69

Oakland, Maryland 21550
Evelyn Anderson, Manager

Although Garrett County's labor force expanded marginally in Fiscal Year 1996, job creation was insufficient to prevent rising unemployment. The county's unemployment rate edged up to 9.2 percent for June 1996 from 9.1 percent for June 1995, which was the highest rate for any county in the state for that month. Garrett County relies heavily on seasonal tourism and coal mining as major sources of employment in anticipation of a national shortfall by mine workers in 1994, coal consumers accumulated large stockpiles resulting in a major drop in demand when a strike was avoided. Consequently, employment in Maryland's mines declined rapidly and Garrett's strong services sector did not expand sufficiently to redress the job loss.

The Oakland Job Service Office continues to play a major role as a resource for employers located in the tri-state area. To provide optimum services to job seekers and employers, the Oakland Job Service Office works closely with the Western Maryland Consortium, Garrett Community College and the local Private Industry Council.

Unemployment Rates



Job Service Totals — 1996

Employment Applications	1,909
Counseling	29
Testing	115
Job Development Contacts	9
Placements	420
Veteran Placements	30
UI Claimant Placements	51
TJTC Vouchers	76

Unemployment Insurance Totals — 1996

Initial Claims	4,618
Weeks Claimed	31,450
Total Paid	$7,109,955
Average Weekly Payment	$ 226
Claimants Exhausting Benefits	1,205
Average Duration of Claim (Weeks)	26.1
Claimants Exhausting Benefits	603

Occupations With A Large Projected Growth Through 1996

Sales Clerk	133	Heavy Equipment Operator	39
Truck Driver	123	Janitorial Workers/Cleaners	39
Cashier	93	Secretary	39
Waiter/ Aide/Orderly	79	General Office Clerk	33
Retail Store Manager	68	Sewing Machine Operator, Garment	33

Harford County, Maryland

Local Employment and Training Facts

BEL AIR LOCAL OFFICE

2 South Bond Street
Employer Services (301) 836-4900

P.O. Box 689

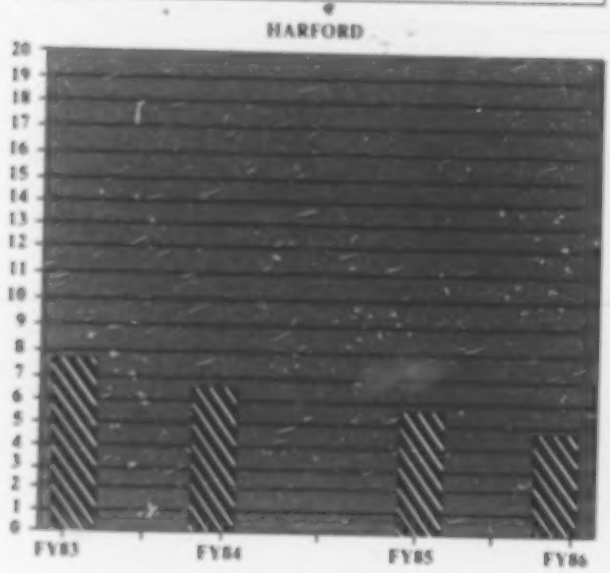
Bel Air, Maryland 21014
Geraldean Worthington, Manager

The economic developments in Harford County over the past year reflect the county's continuing transformation from a rural environment into a thriving urban center. Expansion activities at a number of facilities including J.M. Huber, Inc., Old Line Plastics, Celio Corp., and Arrow Electric created a variety of new job opportunities. In addition, the county's industrial parks welcomed a diverse group of new tenants. Reflecting the interplay of these developments, the county's payrolls expanded by nearly 2,000 jobs and unemployment measured just 4.1 percent at the close of the fiscal year.

The Bel Air Job Service Office is one of several DET offices participating in the Appointment Pilot Project. Applicants seeking employment can choose service assistance by scheduling appointments for interviews or by using the self-service and without an appointment. This project has reduced waiting time and has provided better service to Harford County job seekers and employers.

In addition, the Job Service office effectively coordinates services with the Harford County Office of Economic Development to provide new and expanding employers with a full range of manpower services.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	7,321
Counseling	191
Testing	414
Job Development Contacts	1,873
Placements	1,622
Veteran Placements	436
UI Claimant Placements	514
WIN Volunteers	300

Unemployment Insurance Totals —1986

Initial Claims	9,963
Weeks Claimed	62,755
Total Payout	$7,289,914
Average Weekly Payout	$136.26
Claimants Receiving Benefits	4,459
Average Duration of Claims (Weeks)	12.2
Claimants Exhausting Benefits	704

Occupations With A Large Projected Growth Through 1990

Sales Clerk	614	Secretary	678
General Office Clerk	647	Typist	387
Retail Store Manager	308	Cashier	291
Nurse, Professional	298	Nurses' Aide/Orderly	255
Systems Analyst	135	Fast Food Service Worker	208

Howard County, Maryland

Local Employment and Training Facts

ELLICOTT CITY LOCAL OFFICE

3450 Court House Drive
Employer Services (301) 992-2183

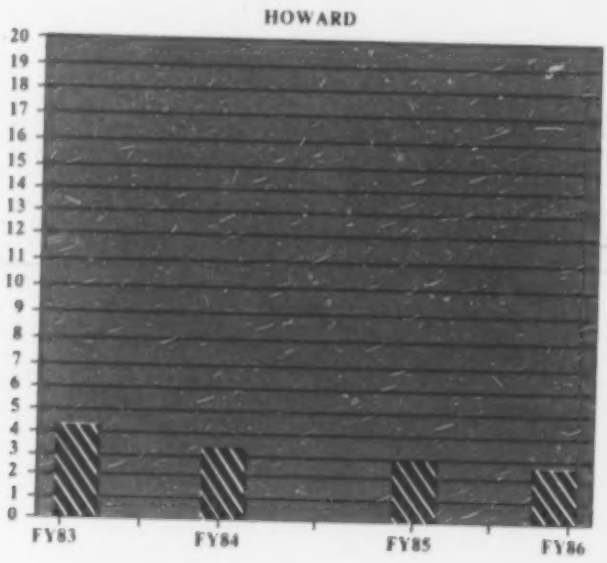
John Carroll Building

Ellicott City, Maryland 21043
Margaret Askew, Supervisor

Howard County's central location, its accessibility to efficient transportation, and a business environment supportive of corporations, continue to be major selling points for promoting economic development activities in the county. Over the past year, a number of new businesses, particularly high tech, research/development, and light manufacturing activities, chose the county as a base for their operations. In addition, existing businesses such as Lucas Brothers and Aztech Electronics announced expansion plans. Against this backdrop of economic activity, the county's employment base grew by nearly 3,000 jobs and unemployment registered a low 2.3 percent in June, 1986.

The Ellicott City Job Service continues to strengthen program coordination with the Howard County Employment and Training Center, the local Job Training Partnership Act service deliverer. Participation in the Employment Planning Council promotes strong ties with local private sector businesses, with Howard Community College and the Board of Education. Additionally, job placement activities are coordinated with the Departments of Social Services, Vocational Rehabilitation, Economic Development and many other public agencies.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	2,135
Counseling	28
Testing	18
Job Development Contacts	202
Placements	200
Veteran Placements	61
UI Claimant Placements	89
TJTC Vouchers	53

Unemployment Insurance Totals —1986

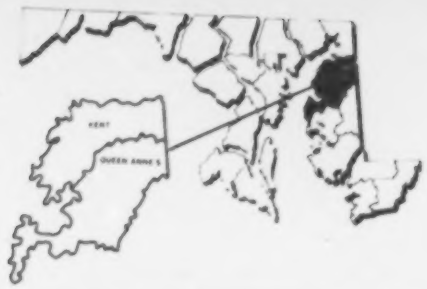
Initial Claims	2,942
Weeks Claimed	20,958
Total Payout	$2,930,524
Average Weekly Payout	$144.42
Claimants Receiving Benefits	1,434
Average Duration of Claims (Weeks)	14.2
Claimants Exhausting Benefits	355

Occupations With A Large Projected Growth Through 1990

Sales Clerk	759	Janitors/Porters/Cleaners	883
Secretary	740	Fast Food Service Worker	655
Installer/Repairer	336	General Office Clerk	588
Cashier	505	Waiter/Waitress	422
Nurse, Professional	291	Electrical/Electronic Technician	2,430

Kent and Queen Anne's Counties, Maryland

Local Employment and Training Facts



CHESTERTOWN LOCAL OFFICE
218 E. High Street, P.O. Box 528
Chestertown, Maryland 21620
Employer Services (301) 778-3525
William Mulligan, Manager

GRASONVILLE OFFICE
Main Street, P.O. Box 562
Grasonville, Maryland 21638
Employer Services (301) 827-6116
Carolyn Brooks, Supervisor

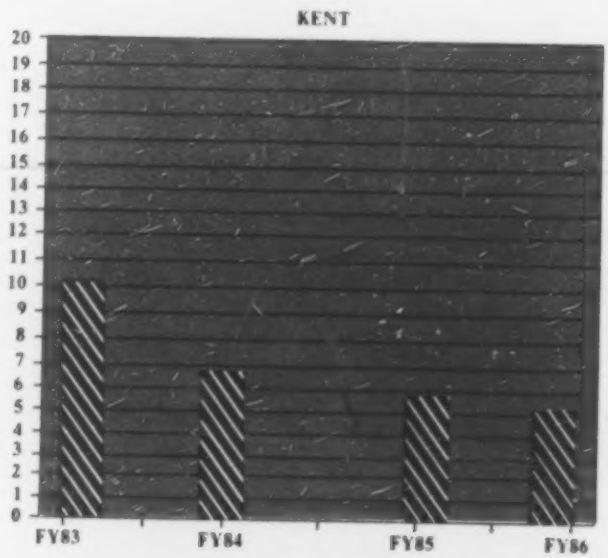
Services and retail trade are the largest employment sectors in Kent County. Manufacturing jobs have expanded slightly over the past year, and the relocation of a new employer at the industrial park presents increased employment potential in this sector. In this rural area with many miles of Chesapeake Bay waterfront, seafood and agricultural industries also significantly affect the county's economy. The unemployment rates reflect seasonal trends, with the lowest rate occurring during the harvest months of September and October. The unemployment rates have been generally lower during Fiscal Year 1986 than in 1985.

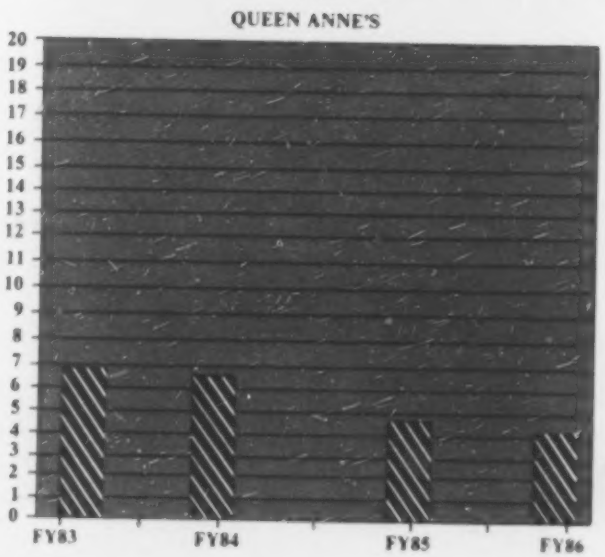
Lower Queen Anne's County has become a residential community for urban commuters. More residential units are being added, with plans for another shopping mall and Safeway store to open soon. To attract manufacturing industries, the county is establishing a new industrial park. The unemployment rates for Fiscal Year 1986 have been lower than in the previous year. However, agriculture and the seafood industry continue to exert a seasonal influence on the county's local labor force.

Agriculture and agribusiness are still significant industries in Kent and Upper Queen Anne's Counties. Last year saw a decrease in value of agricultural land, a drought, and the forecast of low selling prices, which could cause a downward effect on the overall economy in the two county area. These events could also effect a spin-off industry, goose hunting. Possible changes in goose hunting laws along with slack food supplies for geese could hurt the hunting season. The motel and restaurant business depends heavily on the hunter's business.

New residential construction and home renovation has increased greatly in Kent and Upper Queen Anne's Counties in 1986. Additionally, marinas are recording their largest year ever. Tourism has been up and has raised optimism for service and retail business.

Unemployment Rates





Job Service Totals — 1986

KENT/QUEEN ANNE'S COUNTY

Employment Applications	2,538
Counseling	10
Testing	205
Job Development Contacts	852
Placements	997
Veteran Placements	110
UI Claimant Placements	235
TJTC Vouchers	79

Unemployment Insurance Totals —1986

Initial Claims	3,984
Weeks Claimed	22,850
Total Payout	$1,986,547
Average Weekly Payout	$116.55
Claimants Receiving Benefits	1,502
Average Duration of Claims (Weeks)	13.0
Claimants Exhausting Benefits	165

Occupations With A Large Projected Growth Through 1990

KENT COUNTY

Sales Clerk	93
General Office Clerk	58
Waiter/Waitress	48
Delivery/Route Worker	31
Maintenance Repairer	29
Teacher, Elem./Preschool	44
Kitchen Helper	26
Janitors/Porters/Cleaners	82
Secretary	52
Cashier	46
Retail Store Manager	40
Teacher, Secondary School	41
Truck Driver	22
Helper, Trades	23

QUEEN ANNE'S COUNTY

Secretary	47
Cashier	35
Waiter/Waitress	31
Stock Clerk	24
Bookkeeper, Hand	24
General Office Clerk	36
Poultry Dresser/Eviscerator	30
Retail Store Manager	29
Food Preparation Worker	24

Montgomery County, Maryland

Local Employment and Training Facts

WHEATON LOCAL OFFICE

Wheaton Plaza Shopping Center
Employer Services (301) 949-5300

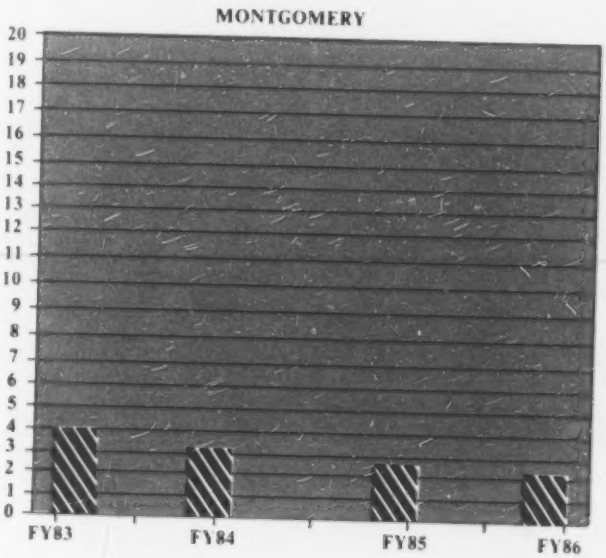
P.O. Box 1317

Wheaton, Maryland 20902
James F. Parkins, Manager

Employment in Montgomery County increased by over 14,500 jobs between early Fiscal Year 1985 and the start of Fiscal Year 1986. Although slightly above the state's job growth rate, this gain still represents a slowdown in the local economy when compared to recent years. However, Montgomery County, unlike other jurisdictions, possesses a highly favorable jobs to workers ratio. This factor, along with several others, helps keep Montgomery County's jobless rate the lowest in Maryland. The county's June, 1985 unemployment rate of 2.5 percent dropped slightly to 2.4 percent in June, 1986. About one out of every five jobs is in the public sector which marks a decline in that sector's influence on the economy.

The Wheaton Office was active during Fiscal Year 1986 at meeting the needs of both the county's employers and job seekers. The Office was instrumental in establishing a county based summer jobs program, "Hire One", which combined the efforts of state and county government, non-profit youth agencies, and the Chamber of Commerce.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	13,379
Counseling	204
Testing	399
Job Development Contacts	1,403
Placements	2,646
Veteran Placements	570
UI Claimant Placements	410
TJTC Vouchers	504

Unemployment Insurance Totals —1986

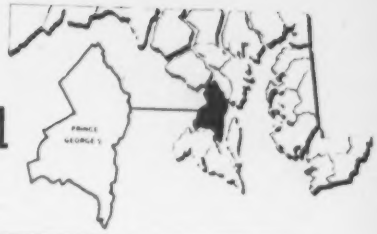
Initial Claims	14,649
Weeks Claimed	97,381
Total Payout	$10,741,152
Average Weekly Payout	$148.45
Claimants Receiving Benefits	5,394
Average Duration of Claims (Weeks)	13.5
Claimants Exhausting Benefits	1,112

Occupations With A Large Projected Growth Through 1990

Secretary	4,883	Janitors/Porters/Cleaners	5,594
General Office Clerk	3,808	Sales Clerk	4,108
Guards/Doorkeepers	3,691	Computer Programmer	1,268
Systems Analyst	1,156	Fast Food Service Worker	2,625
Typist	2,039	Electrical/Electronic Engineer	1,096
Waiter/Waitress	1,632	Nurse, Professional	1,497
Data Entry Keyer	1,156		

Prince George's County, Maryland

Local Employment and Training Facts



COLLEGE PARK LOCAL OFFICE

6321 Greenbelt Road
Employer Services (301) 441-2173

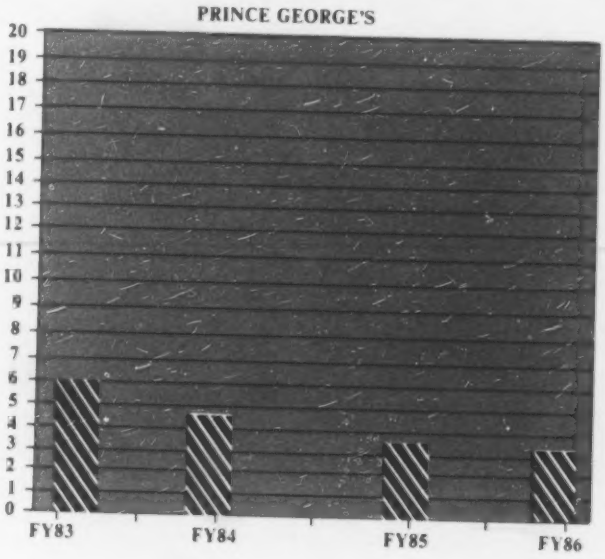
P.O. Box 1901

College Park, Maryland 20740
Paulette Watkins-Nelson, Manager

Prince George's County began Fiscal Year 1986 with a stronger rate of employment growth than the previous year. Major industries in both public and private sectors shared in the job gains which were well above the statewide rate. Nearly 17,700 jobs were added to county payrolls between the first quarters of Fiscal Year 1985 and Fiscal Year 1986. Despite a significant decline in medical services due to a large scale layoff by the county hospital's management firm, the services divison overall increased by nearly 10 percent, making it a close second to retail trade as the largest private employer. This expanding economic base, along with a more moderately growing labor force, dropped the June, 1985 unemployment rate of 3.4 percent to 3.2 percent in June, 1986.

The College Park Job Service Office offered a variety of services to employers to help fill vacancies. The office conducted positive recruitment for 71 employers, in addition to wage analysis and staffing assessments to assist employers with establishing viable hiring plans. The Office also provides testing as a screening mechanism for local employers and labor unions.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	19,115
Counseling	167
Testing	949
Job Development Contacts	11,729
Placements	6,082
Veteran Placements	967
UI Claimant Placements	1,043
TJTC Vouchers	1,141

Unemployment Insurance Totals —1986

Initial Claims	14,813
Weeks Claimed	122,210
Total Payout	$12,940,857
Average Weekly Payout	$141.16
Claimants Receiving Benefits	6,445
Average Duration of Claims (Weeks)	14.3
Claimants Exhausting Benefits	1,613

Occupations With A Large Projected Growth Through 1990

Sales Clerk	5,228	Janitors/Porters/Cleaners	3,426
General Office Clerk	3,426	Secretary	2,593
Cashier	1,736	Retail Store Manager	1,559
Truck Driver	932	Delivery/Route Worker	778
Guards/Doorkeepers	1,400	Waiter/Waitress	981
Stock Clerk, Sales Floor	649	Fast Food Service Worker	1,062

Somerset County, Maryland

Local Employment and Training Facts

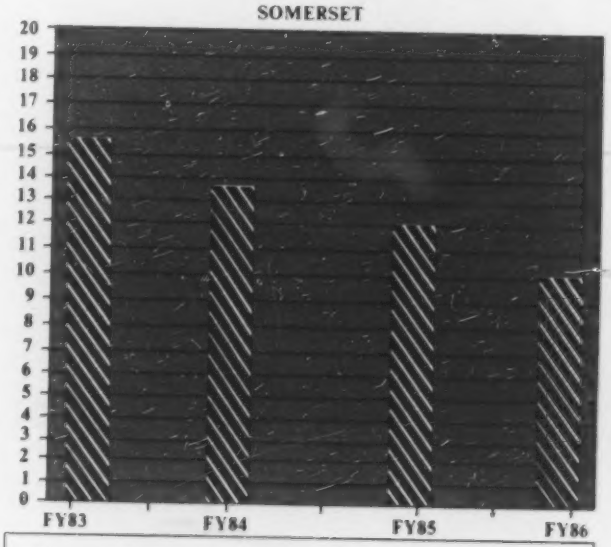
CRISFIELD LOCAL OFFICE
930 W. Main Street, P.O. Box 471
Crisfield, Maryland 21817
Employer Services (301) 968-0440
John Pyle, Manager

PRINCESS ANNE OFFICE
Beechwood Street, P.O. Box 448
Princess Anne, Maryland 21853
Employer Services (301) 651-0801
Robert Collins, Lead Worker

Somerset County's economy depends on agriculture, food processing and the seafood industries. The seasonal nature of these industries and the existence of few employment opportunities in the manufacturing and retail trade sectors combine to create the highest annual average unemployment rate in the state. Some expansion of services employment occurred with the recent opening of a nursing home, and a few retail trade jobs were added at a new small shopping center. Construction is under way on a 1,500 bed state prison and a new county jail in Princess Anne. As a result, jobs should expand through 1987. When the prison is completed, over 770 permanent state government jobs will be created in the county.

The Crisfield and Princess Anne Job Service Offices provided a dramatic increase in services to both employers and job applicants in 1986. The number of different employers placing job orders with the Job Service more than doubled, while placements increased by over a hundred.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	1,702
Counseling	21
Testing	15
Job Development Contacts	864
Placements	688
Veteran Placements	66
UI Claimant Placements	57
TJTC Vouchers	48

Unemployment Insurance Totals —1986

Initial Claims	3,865
Weeks Claimed	24,134
Total Payout	$2,032,460
Average Weekly Payout	$96.28
Claimants Receiving Benefits	1,435
Average Duration of Claims (Weeks)	15.0
Claimants Exhausting Benefits	300

Occupations With A Large Projected Growth Through 1990

Secretary	115	Caseworker	70
Delivery/Route Worker	56	General Office Clerk	64
Truck Driver	64	Typist	52
Teacher, Elem./Preschool	60	Janitors/Porters/Cleaners	71
Nurse, Professional	42	Correctional Officers	500

St. Mary's County, Maryland

Local Employment and Training Facts

LEONARDTOWN LOCAL OFFICE

Church & Lawrence Streets
Employer Services (301) 475-8300

P.O. Box 440

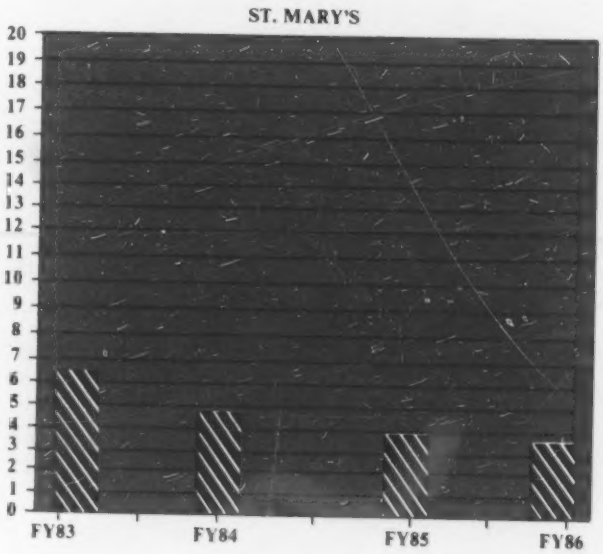
Leonardtown, Maryland 20650
William Greene, Manager

St. Mary's County's economy is firmly anchored to the Patuxent Naval Air Station. The base is the single largest source of jobs for both government and the private sector. Consequently, the federal government ranks as the county's largest industry, while services, which includes many contractors at the base, is second. The current defense build-up has been a boon for St. Mary's County as these two industries were the county's strongest growth areas coming into Fiscal Year 1986. The County's heavy dependence on the Navy for jobs and contracts makes the local economy very vulnerable to shifts in defense spending.

The Leonardtown Job Service Office helps disseminate labor market information needed by prospective businesses considering expanding into the area. Additionally, the Office routinely communicates with the Chamber of Commerce, Economic Development, Job Service Employer Committee (JSEC) and the Tri-County Council to see that the needs of the business community are met.

During Fiscal Year 1986, the Leonardtown Office's Job Service performance record was among the highest in the state. The Office's Unemployment Insurance program was among the best in the state for paying initial and weekly claims timely. The Office received federal recognition for superior performance in the State of Maryland for services to veterans.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	2,266
Counseling	145
Testing	80
Job Development Contacts	2,121
Placements	883
Veteran Placements	116
UI Claimant Placements	106
TJTC Vouchers	97

Unemployment Insurance Totals —1986

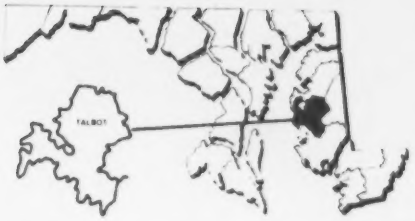
Initial Claims	2,077
Weeks Claimed	17,881
Total Payout	$1,424,387
Average Weekly Payout	$125.08
Claimants Receiving Benefits	850
Average Duration of Claims (Weeks)	13.5
Claimants Exhausting Benefits	162

Occupations With A Large Projected Growth Through 1990

Secretary	163	Janitors/Porters/Cleaners	263
Sales Clerk	178	General Office Clerk	146
Cashier	94	Retail Store Manager	80
Truck Driver	65	Insurance Sales Agent	34

Talbot County, Maryland

Local Employment and Training Facts



EASTON LOCAL OFFICE

341-A North Aurora Street
Employer Services (301) 822-3030

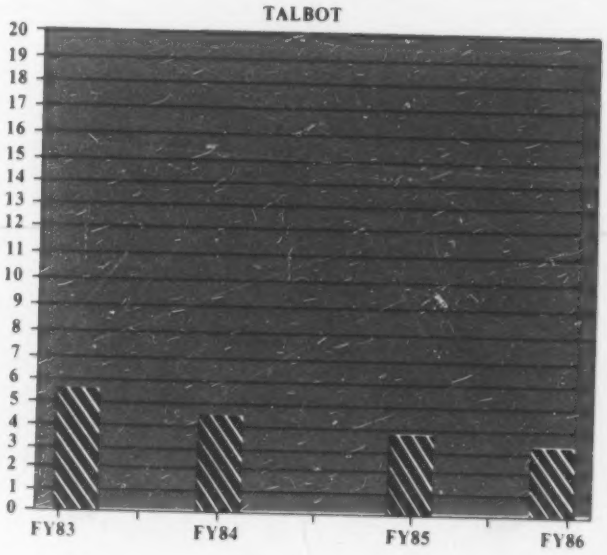
P.O. Box 1089

Easton, Maryland 21601
Lindsay Clendaniel, Manager

Talbot County consistently has one of the lowest unemployment rates in the state. A secure base of retail trade establishments, specialty shops and seafood restaurants provides many jobs. A new restaurant in Easton and a new supermarket in St. Michaels recently added more retail trade jobs. The large hospital, retirement complexes and nursing homes provide additional service employment opportunities. Talbot's manufacturing has shown recent expansion, and further employment growth in this sector is expected. One large garden implement manufacturer hires extra temporary employees during the winter months to expand inventory, thereby reducing the county's seasonal unemployment. Due to this diversified employment mix, Talbot's unemployment rates have continually declined over the past several years.

The Easton Job Service continues to maintain an outstanding reputation for its service to employers and job seekers. Contributing to the high level of employment in Talbot County (97.5 percent in June, 1986), the staff has worked diligently to locate applicants who can meet employers' qualifications. Easton's success is indicated by the 1,703 applicants placed in Fiscal Year 1986 by its five interviewers.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	3,889
Counseling	44
Testing	1,075
Job Development Contacts	1,575
Placements	1,703
Veteran Placements	228
UI Claimant Placements	289
TJTC Vouchers	105

Unemployment Insurance Totals —1986

Initial Claims	2,022
Weeks Claimed	9,840
Total Payout	$974,000
Average Weekly Payout	$118.14
Claimants Receiving Benefits	985
Average Duration of Claims (Weeks)	8.7
Claimants Exhausting Benefits	58

Occupations With A Large Projected Growth Through 1990

Sales Clerk	166	Nurses' Aide/Orderly	79
Nurse, Professional	83	Waiter/Waitress	91
Secretary	99	Food Preparation Worker	68
Typist	52	Industrial Truck Operator	27
Machine Assembler	30	Cashier	71

Washington County, Maryland

Local Employment and Training Facts

HAGERSTOWN LOCAL OFFICE

401 East Antietam Street
Employer Services (301) 791-4700

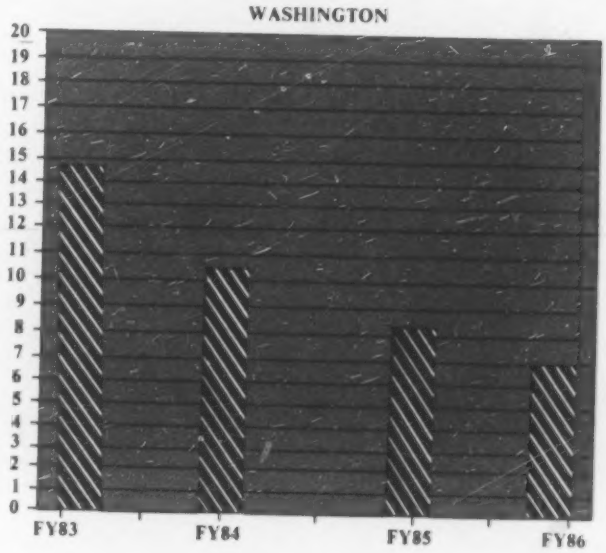
P.O. Box 1099

Hagerstown, Maryland 21714
Samuel Pruett, Manager

Washington County's employment outlook improved markedly in Fiscal Year 1986. The county's unemployment rate declined from 6.8 percent in June, 1985 to 5.8 percent in June, 1986, which was the lowest rate recorded for any equivalent month in this decade. Accordingly, the number of employed persons grew by 900 during the Fiscal Year and unemployment declined by over 16 percent. An even more significant trend was the marginal expansion of the labor force, which had declined sharply in the two preceding fiscal years. Although employment in Washington County's important manufacturing sector continued to erode, the expansion of job opportunities in services and retail trade more than compensated for the loss. The recent location of a Citicorp credit card center in the county, which will employ approximately 750 people, indicates the trend away from the county's traditional dependence on manufacturing.

The Hagerstown Local Office contributed to the improving Washington County economy by placing 1,626 individuals in employment between July 1, 1985 and June 30, 1986. This total represents an increase of 488 individuals over the previous program year.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	5,803
Counseling	328
Testing	304
Job Development Contacts	490
Placements	1,774
Veteran Placements	286
UI Claimant Placements	301
TJTC Vouchers	437

Unemployment Insurance Totals —1986

Initial Claims	21,279
Weeks Claimed	98,081
Total Payout	$11,184,009
Average Weekly Payout	$135.12
Claimants Receiving Benefits	9,215
Average Duration of Claims (Weeks)	9.3
Claimants Exhausting Benefits	1,235

Occupations With A Large Projected Growth Through 1990

Truck Driver	476	Sales Clerk	600
Secretary	496	General Office Clerk	464
Janitors/Porters/Cleaners	646	Delivery/Route Worker	232
Carpenter	246	Helper, Trades	258
Cashier	320	Nurses' Aide/Orderly	260

Wicomico County, Maryland

Local Employment and Training Facts

SALISBURY LOCAL OFFICE

Route 50 & Cypress Street
Employer Services (301) 543-6640

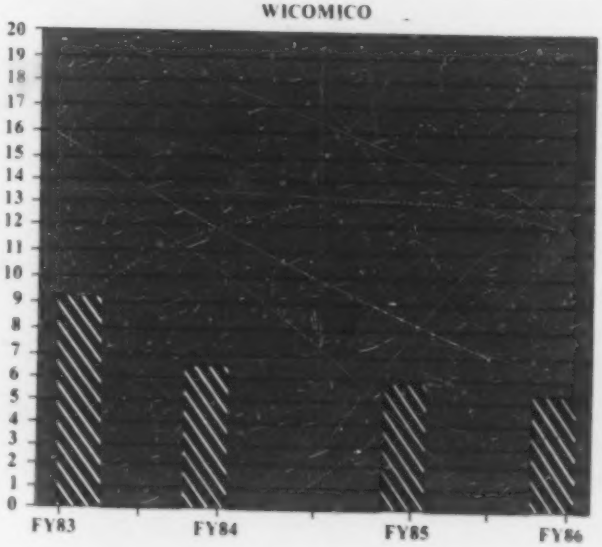
P.O. Box 2337

Salisbury, Maryland 21801
Richard Matthews, Manager

Except for the summer, Wicomico County is the most heavily populated county on the Eastern Shore. Its county seat, Salisbury, serves as the hub for the entire Lower Eastern Shore. As a result, the retail trade and services sectors have been steadily expanding to meet consumer needs. On the down side, there have been some recent manufacturing layoffs in the garment and printing industries. However, Grumman Corporation, one of the world's largest aerospace companies, has opened a plant in Salisbury to produce electronic cables for commercial and military aircraft. Grumman has hired approximately 300 employees, with a potential for expansion. Additionally, International Packaging Corporation has opened a new plant in the Salisbury Industrial Park to produce surgical tubing and has shown expansion potential. These new manufacturing jobs have helped to offset the garment and printing layoffs.

The Salisbury Job Service Office continued to expand its services throughout the county. Cooperation with former users combined with the offer and provision of service to new employers increased its job placements over the previous year. This accomplishment was achieved through the support and cooperation of area businesses, news media, economic development committees and the general public.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	5,903
Counseling	35
Testing	1,144
Job Development Contacts	3,242
Placements	2,275
Veteran Placements	339
UI Claimant Placements	393
TJTC Vouchers	152

Unemployment Insurance Totals —1986

Initial Claims	7,595
Weeks Claimed	46,287
Total Payout	$4,499,830
Average Weekly Payout	$115.78
Claimants Receiving Benefits	3,459
Average Duration of Claims (Weeks)	11.5
Claimants Exhausting Benefits	607

Occupations With A Large Projected Growth Through 1990

Sales Clerk	614	Janitors/Porters/Cleaners	377
Secretary	291	General Office Clerk	243
Retail Store Manager	200	Truck Driver	142
Nurse, Professional	204	Nurses' Aide/Orderly	178
Cashier	166	Waiter/Waitress	138

Worcester County, Maryland

Local Employment and Training Facts

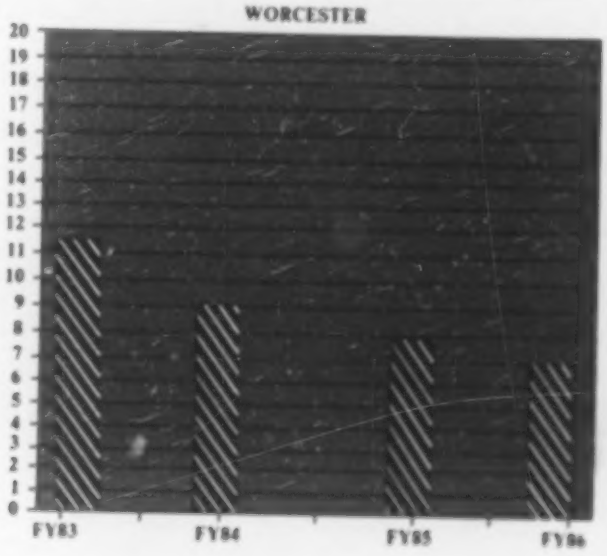
SNOW HILL LOCAL OFFICE
422 W. Market Street, P.O. Box 289
Snow Hill, Maryland 21863
Employer Services (301) 632-1866
Gene Theroux, Manager

OCEAN CITY OFFICE
702 N. Philadephia Avenue, P.O. Box 779
Ocean City, Maryland 21842
Employer Services (301) 289-6177
Mary Mason, Supervisor

Worcester County's economy is primarily comprised of agriculture, food processing and the tourist industries. Due to the seasonal nature of these industries, the county's labor force reflects employment levels which fluctuate strongly. During the peak summer tourist season, employment levels are normally double those of the off-season. Practically all job gains exist in the retail trade and services industries. Construction also contributes significantly to the local economy as new restaurants, shopping malls and condominiums continue to be built.

Agriculture plays a major role in the county's economy, and local farmers are not immune to the vagaries of nature or conditions of the market place. Businesses somewhat dependent on agricultural dollars may experience lean times unless the farming picture improves. But small municipalities in the county are aggressively pursuing diversification of their tax bases by attempting to attract new businesses and assisting in the expansion of existing ones.

Unemployment Rates



Job Service Totals — 1986

Employment Applications	3,880
Counseling	199
Testing	16
Job Development Contacts	221
Placements	2,187
Veteran Placements	321
UI Claimant Placements	245
TJTC Vouchers	43

Unemployment Insurance Totals —1986

Initial Claims	4,344
Weeks Claimed	35,532
Total Payout	$3,289,974
Average Weekly Payout	$113.17
Claimants Receiving Benefits	2,130
Average Duration of Claims (Weeks)	14.0
Claimants Exhausting Benefits	334

Occupations With A Large Projected Growth Through 1990

Sales Clerk	461	Waiter/Waitress	439
Retail Store Manager	163	Janitors/Porters/Cleaners	450
Cashier	166	Kitchen Helper	146
Short Order Cook	117	Teacher, Elem./Preschool	97
Secretary	113	Bookkeeper	87
General Office Clerk	102	Stock Clerk, Warehouse	54
Cook, Restuarant	100	Delivery/Route Worker	43

Unemployment Insurance

This section provides a summary of Unemployment Insurance program information and a brief overview of the program's components. This information represents a small sampling in both content and format of information presently available through DLLR's Mainline unemployment insurance claim and brochures, and employer information pamphlets, and answers some of the most frequently asked questions about the program. The information presented does not have the power of law or policy and should be used only as a general information guide.

The statistical data in this section will provide the reader with a ready source of information about the Maryland Unemployment Insurance program and the job market. These tables were formerly published as the UI Annual Report to the Governor.

This section includes:

Highlight information about the UI tax structure, employer tax determination, and nonchargable employers.

Claimant eligibility determination.

Specialized program descriptions.

Information about unemployment insurance benefit programs including number, amount and type of benefit claims, claims by county, and the rate of insured unemployment.

Disqualification provisions, actions of the Board of Appeals, and the effect of disqualifications on the overall tax effort.

Information on the UI tax program including tax rates by broad industry groups.

Status of administrative funds and the Unemployment Insurance Trust Fund.

Level of tax effort in Maryland in comparison to the nation.

Outline of basic information about employment, unemployment, and unemployment rates, and

A summary of UI legislation approved by the 1995 Session of the General Assembly.

UNEMPLOYMENT TAX STRUCTURE

Financing	All unemployment benefits are financed by payroll taxes on employers • Taxes are structured as insurance premiums • Taxes are 'experience-rated' and based on the number of former employees who draw benefits
Elements	The Unemployment Insurance Tax Rate is composed of three elements: • Experience rated component ranging from 0.1% to 5.4% • A tax rate adjustment on employers from -2.1% to 2.7% depending on the balance of the UI Trust Fund • Federal Unemployment Tax (FUTA) a flat tax on all employers of 0.8% paid directly to the federal government
Taxes and Prospectus	• Range for rates for Fiscal Year 1997 will be 1.0% to 6.0% • Taxes are paid on the first $7,000 paid to each employee beginning January 1 of each year • Tax rates are established on July 1 each year • Average tax rate is 0.9% of total payroll, ninth lowest in the nation
Computation of Tax Rates	• Total benefits paid to each former employee are apportioned to all employers in the past 18 to 15 months unless one employer is responsible for 75% of the wages on which monetarily is based, in which case all benefits are charged to that employer • Total benefits paid that are assigned to each employer are reduced by the amount of benefits to be noncharged (voluntary quit, some misconduct and part-time employment) • Three years of chargeable benefits divided by three years of taxable payroll yields the true experience rate • Any adjustment to the tax rate is added to or subtracted from the experience rate which cannot be less than 0.1% or more than 6.0%

REIMBURSABLE EMPLOYERS

Definition	Reimbursing employers reimburse the Maryland Unemployment Trust Fund on a dollar for dollar basis for benefits paid to former employees which are chargeable to employers account
Eligible Employers	Governmental Entities Employers organized under Section 501(c)(3) of the Internal Revenue Code who are exempt from paying income tax under Section 501(a) of the Code
Benefit Charging	There are no non-charging provisions for reimbursable employers as these employers do not pay annual taxes and are billed the full cost of benefits. Therefore, dollar for dollar reimbursement will be less than paying state and federal UI taxes
Additional Costs	Employers electing to be reimbursable employers must provide collateral equal to 2.7% of the organization's prior year taxable wages. It may be in the form of cash, a surety bond, securities in escrow or a letter of credit

EMPLOYER TAX DETERMINATION

Amount of UI Taxes Paid	Each year employers must pay (depending on experience rate and surtax) from 0.1% up to 6.0% of the first $7,000 paid to each employee. In dollars and cents employers will pay a minimum of $7 (0.1%) up to a maximum of $420 (6.0%) on each employee.
Experience Rate	An experience rate is the frequency with which former employees file for benefits. If an employer frequently lays off employees then the rate will be high. The tax rate for a company is determined each July first. It is based on the ratio of the amount of benefits charged to the employer and the amount of taxable wages paid in the three previous calendar years. This benefit ratio is then applied to a tax table which slightly increases the amount. For instance: if the benefit ratio is 2.3% the experience rate tax will be 2.7%.

EMPLOYER RESPONSIBILITIES UNDER UNEMPLOYMENT INSURANCE

1. Report total wages paid to covered employees.
2. Pay UI Contributions against taxable wages.
3. Report the reason for separation of employees who file a claim.
4. Protest Benefit Payment Determinations if in error.
5. Review Benefit Charge Statement for accuracy.

CLAIMANT ELIGIBILITY DETERMINATION

Basis Of Monetary Eligibility	There are certain wage requirements based on the amount of money that is earned while employed. The amount of money earned and paid during the base period determines the "Weekly Benefit Amount."
Where Is Eligibility Determined	Individuals file claims for benefits at the local office of the Department of Employment and Training. Eligibility is determined by computer and individuals are notified by mail if earnings are sufficient to qualify for benefits.
Benefit Duration Amount	Depending on income during a period of 18 months, claimants may be eligible for benefits of $25 to $196 a week. Claimants who remain totally unemployed and otherwise maintain eligibility may receive up to 26 weeks of full benefits. Claimants are expected to find productive employment as soon as possible.
Non-Monetary Eligibility	If individuals are unemployed for reasons other than lack of work, e.g., voluntary quit, discharge, etc., a disqualification may be imposed. The disqualification may range from a time delay penalty of 5 to 10 weeks before being eligible to receive benefits or the disqualification may remain in place until such time that the individual becomes reemployed and earns 10 times his weekly benefit amount. In addition, claimants must be able to work, available for work, looking for work, and willing to accept jobs for which they are qualified.
Availability For Work	Each week, individuals must certify that they are able and available and actively seeking work as genuine members of the labor market.
Maintaining Claimant Eligibility	1. Able and available for work each week. 2. Make an active search for work each week. 3. Be registered for work with the Maryland Job Service when required to do so. 4. Accept suitable work as defined by law. 5. File a weekly claim for benefits. 6. Report to DET local office as required. 7. Report all wages including self-employment and odd jobs, pensions, annuities, Social Security benefits, holiday pay.

The pamphlet "What You Should Know About Unemployment Insurance in Maryland" explains the eligibility requirements.

MARYLAND AUTOMATED BENEFITS SYSTEM (MABS)

What is the Maryland Automated Benefits System (MABS)?

- A comprehensive Unemployment Insurance System designed to facilitate the processing, maintenance, and reporting of UI benefits.
- An automated Unemployment Insurance System developed to handle all UI situations and operations that can be performed quickly and accurately by computer.
- A new system based on the optimum use of current computer technology and capabilities to eliminate manual operations and resulting paperwork whenever possible.
- An initiative in program administration to relieve UI personnel of burdensome and repetitive tasks, and ensure adequate service levels in consideration of staff reductions, increased claimloads, and additional entitlement programs.

What will MABS do for claimants?

- Less waiting time for the claimant resulting in less frustration. Fewer forms with more personal service.
- All claimant records will be kept at one location, with each Local Office having inquiry and update capabilities resulting in speed and efficiency in paying benefits.
- The system will reduce errors.
- Appointment Notices will be clearer. Information about claim sent more promptly.
- Delays resulting from information changing will, for the most part, be eliminated.

What will MABS do for employers?

- Will receive Separation Notice based on account number and preferred mailing address automatically, promptly.
- Less error in information sent, allowing opportunity to respond and/or protest if they wish.
- Will receive an informational notice of first pay (not appealable) to let them know account is being charged.
- Reduce overpayments.

What will MABS do for DET?

- The software will guide the user through the various screens in a logical and user-friendly way by utilizing menus and automatic paging to appropriate subsequent screens. This will expedite claimstaking.
- The Optical Character Reader will scan and capture detailed information necessary to process claims through MABS from completed claim certifications. Claims processing is thereby enhanced because data entry and human handling of forms will be kept to a minimum.
- Computer generated forms completed by high speed printers will be handled by MABS to be appropriately distributed by an automated mailing system. Volume of correctly completed work is increased by doing it at machine speeds.
- Claimant records will be kept on disk with batch processing against these records done at one location. This will provide central storage of all records. Data storage and data communication costs will be kept at a minimum.
- Actual inquiry and update of the claimant record will be done locally where processing costs will be lower since each Local Office will have inquiry and update capabilities.
- The system will be compatible with other DET systems now in place or planned.
- The system will be receptive to new technology for low cost processing utilizing microcomputers as new hardware/software becomes available.
- Critical records will be machine-stored, thus eliminating likelihood of problems created by lost or misplaced records.

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UNEMPLOYMENT INSURANCE ADMINISTRATION SPECIALIZED PROGRAM DESCRIPTIONS

COST MODEL

The Cost Model Unit determines the time required to complete various functions associated with unemployment insurance payment, taxation and appeals. These studies form the basis for the compilation of formulae used in determining the piece rate funding mechanism of the unemployment insurance system. The unit also validates reports on total workload. The reports are a workload "bill" sent to the federal government for services rendered.

FRAUD HOTLINE

This is a toll free telephone number (1-800-492-6804) that provides the public a no-fee, confidential, and direct means to help control unemployment insurance fraud. While there are many actions which can constitute fraud, the following examples are the most common.

Claimant Fraud:

Failure to actively seek work when required to do so;

Collecting benefits while working full time;

Working part-time or odd jobs and not reporting the income; or

Receiving "under the table" pay while collecting benefits.

Employer Fraud:

Failure to report wages;

Paying wages "under the table"; or

Listing non-employees on payroll records.

INTERNAL AUDIT

The Internal Audit Unit is responsible for two broad functions: internal security and quality control. Both functions are directed to the maintenance of program integrity and are mandated by the Department of Labor. Internal Security acts to prevent, detect, and deter fraud by individuals both within and outside the Unemployment Insurance Administration. In addition, auditors regularly audit local and central offices to determine compliance with established policy and procedure and whether official reports accurately reflect actual and reported circumstances. The Quality Control program provides a valuable management tool in examining a random selection of unemployment insurance claims and systematically identifying the rates, types, and causes of improper overpayments, and develops and implements cost-effective corrective action to minimize the recurrence of overpayments. Both the Internal Security and Quality Control Units in Maryland have been cited by the Department of Labor as "model" units. The programs and innovations coupled with excellent staff and management provide a multitude of ideas, and staff are frequently requested to report ideas to other states which are not quite so advanced.

WORK SHARING

This voluntary program provides employers confronted with a temporary decline in business with an alternative to layoffs. The principle behind Work Sharing is simple: instead of laying off a percentage of the work force to cut costs, employers can reduce workers' hours and wages and keep the entire work force on the job. For example, using Work Sharing, employers with a labor force of 100 employees could cut their hours 20 percent, perhaps to a four-day work week in lieu of laying off 20 percent of the employees. Employees are entitled to receive unemployment insurance benefits on a pro rata basis for the hours not worked, which was not possible prior to Work Sharing, and wages not earned. The partial benefits formula provided by Section 3(b)(3) of the Maryland Unemployment Insurance Law does not apply to work sharing benefits.

UI BENEFITS PERFORMANCE EVALUATION

This on-going program was established to review the major benefit functions performed in the local offices, determine their levels of quality in terms of state and federal standards, ensure consistency in the benefits functions from office to office throughout the state, and provide the structure for the implementation of corrective action. Evaluators review large samples of work from every office in the state at least once a year and provide each evaluated office with a written report of the findings and an oral presentation during which the entire office staff may discuss the results with the evaluators and Central Office administrators. The results are also coordinated with the Division of Training and Staff Development to ensure that the training for UI accurately targets the areas of greatest need. The evaluation reports also act as a statewide management tool for determining regional problems and trends.

SUMMARY OF UNEMPLOYMENT INSURANCE LEGISLATION APPROVED BY THE 1986 SESSION OF THE GENERAL ASSEMBLY
Maryland Annotated Code

Article 95A

Section 3(b)

Increases the maximum weekly benefit amount to $195, effective June 29, 1986, for all individuals who file a claim establishing a new benefit year on or after June 30, 1986.

Section 3(c)

Increases dependents' allowances from $3 to $4 per dependent up to four dependents, the maximum benefit not to exceed the maximum weekly benefit amount, effective June 29, 1986.

Section 4(c)

Provides that a ten week work search exemption may be granted for each period of unemployment if the claimant has a definite return to work date. Provides the Secretary with the authority to grant a work search exemption for up to 26 weeks if certain conditions specified in the law are met.

Section 4(e), 6(a), 6(b), 6(d)

Provide that wages earned to satisfy a wage certification requirement or ten times weekly benefit amount disqualification must be in insured work.

Section 4(f)(6)

Provides as a conformity requirement that educational service agency employees will be subject to the same between terms denial of unemployment insurance benefits as individuals who work for or on behalf of educational institutions.

Section 6(h)

Provides that any severance payments paid to an individual when his/her job is abolished will not be deductible from unemployment insurance benefits regardless of the reason the job is abolished. The language limiting the reasons why a job has been abolished has been deleted from the law. Effective June 29, 1986 for individuals who file a claim establishing a new benefit year on or after June 30, 1986.

Section 7(a), 7(j)

Provide that each employer shall post and maintain in places readily accessible to employees a printed statement containing the right to continuation of health-insurance coverage in some cases under Article 48A, Section 490G of the Maryland Annotated Code. Provides that the Department of Employment and Training inform all claimants filing for benefits that they have the right to request continuation of their health insurance coverage with their former employers in some cases under Article 48A, Section 490G.

Section 7(c), 7(e)

Provide the Secretary with the clear authority to redetermine claimants' monetary eligibility for benefits. Applies to any claim filed on or after July 1, 1983.

Section 17(a), 17(b), 17(c), 17(e)

Increase the monetary penalties for fraud from $80-$500 to an amount not to exceed $1,000. Provides for the payment of interest on fraudulent overpayments at the rate of 1.5% per month on the unpaid balance.

Section 20(n), 20(y)

Provide that tips which are reported pursuant to the IRS Code will also be taxable for the purposes of Maryland Unemployment Insurance Law. If this tax were not enacted, employers with employees who earn tips would have to pay the full federal unemployment insurance tax without any credits which, in most cases, would be greater than the state and federal taxes combined.

Section 24

Provides that the Work Sharing Program will become a permanent part of the Maryland Unemployment Insurance Law and also provides technical changes to the law.

UI Trust Fund Balance
May 1970 - May 1991

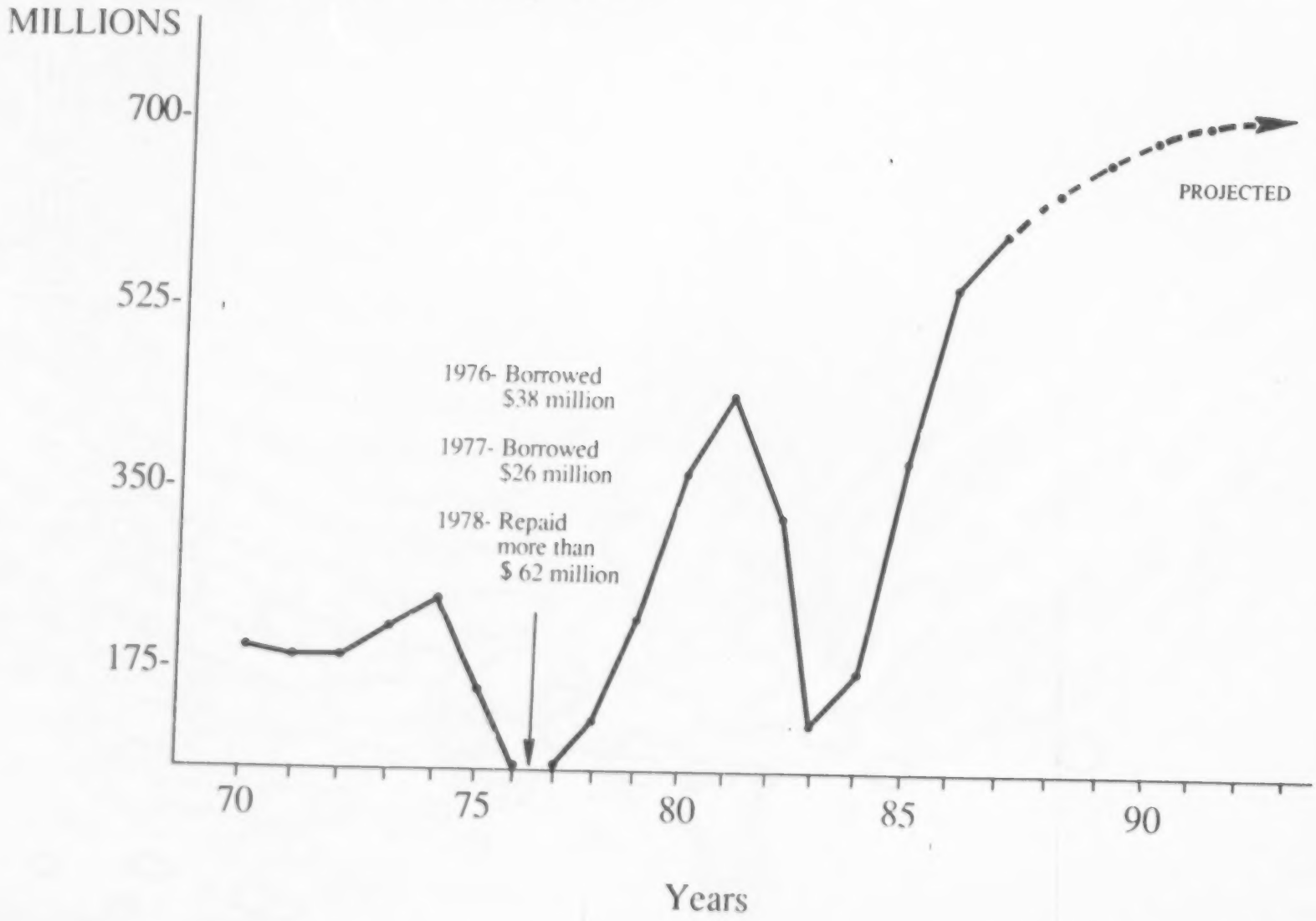


TABLE 1
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
UNEMPLOYMENT INSURANCE ADMINISTRATION
BENEFITS PROGRAMS

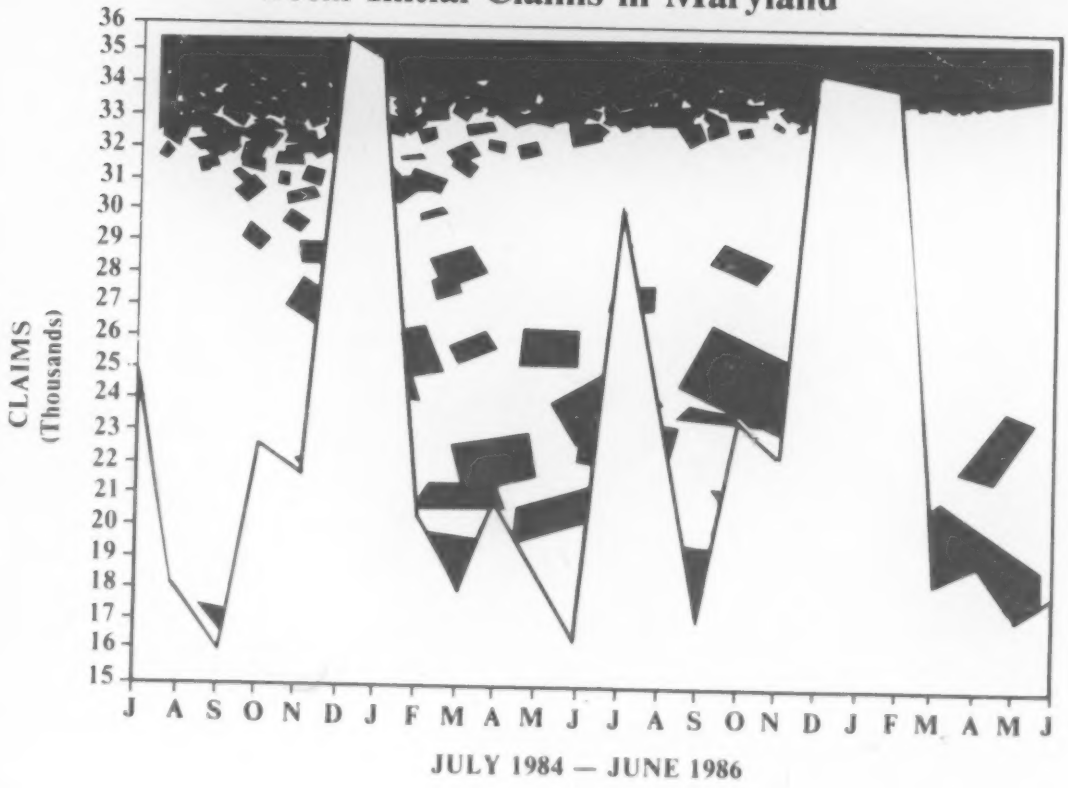
Type Program	Monetary Eligibility Criteria	Minimum and Maximum Weekly Benefit Amounts (WBA)[1]	Total Weeks of Duration	Funding Source	Trigger On/Off	Brief Description
Unemployment Insurance (UI)	Earned a minimum of $576.01 in a calendar quarter with total wages in the base period of $900.00[2]	$25 $195	26	100% Employer Contributions	N/A	Available for individuals who are laid off from their jobs through no fault of their own
Unemployment Compensation Federal Employees (UCFE)	Earned a minimum of $576.01 in a calendar quarter with total wages in the base period of $900.00[2]	$25 $195	26	100% Federally Funded	N/A	Available for Federal employees who are laid off from their jobs through no fault of their own
Unemployment Compensation Ex-servicepersons (UCX)	Earned a minimum of $576.01 in a calendar quarter with total wages in the base period of $900.00[2]	$25 $195	13	100% Federally Funded	N/A	Available to Ex-servicepersons who are honorably discharged and Reservists who serve a minimum of 180 days of active duty
Extended Benefits (EB)	Eligible if monetarily qualified for regular unemployment insurance	$25 $195	26	50% Employer Contributions 50% Federal funds	on-120% of average IUR over 2 preceding years and 5% or when IUR equals 6% off-when it falls below[3]	Federal program available to claimants during periods of high unemployment
Trade Readjustment Act (TRA)	Eligible if monetarily qualified for regular unemployment insurance	$25 $195	52 minus any weeks of other benefits received	100% Federally Funded	Petition filed with DOL by Union representatives Company Management or 3 or more Company employees	Federal program available to individuals whose employment has been adversely affected by foreign imports
Disaster Unemployment Assistance (DUA)	If not eligible for regular unemployment insurance must meet the definition of being "employed"	$25 $195[5]	For the entire period during which a disaster is declared	100% Federally Funded	Position filed by the Governor with the President requesting that a geographic area be declared a disaster area	Federal program available to individuals whose work has been curtailed by a disaster

[1] Effective for new claims filed after 6/29/86
[2] Base period: the first four (4) of the last five (5) completed calendar quarters
[3] Insured Unemployment Rate is the percentage of the total number of individuals covered by unemployment insurance who are currently receiving benefits
[4] Eligibility for regular unemployment insurance fulfills the requirement; however, there are numerous non-monetary stipulations which each claimant must meet to receive TRA
[5] This weekly benefit amount is available from 10/01/86 through 12/31/86. It is computed on a quarterly basis by the Department of Labor

(This chart provides basic program information only. It is not intended as a source for determining final program eligibility.)

September, 1986

Total Initial Claims in Maryland



Total Continued Claims in Maryland

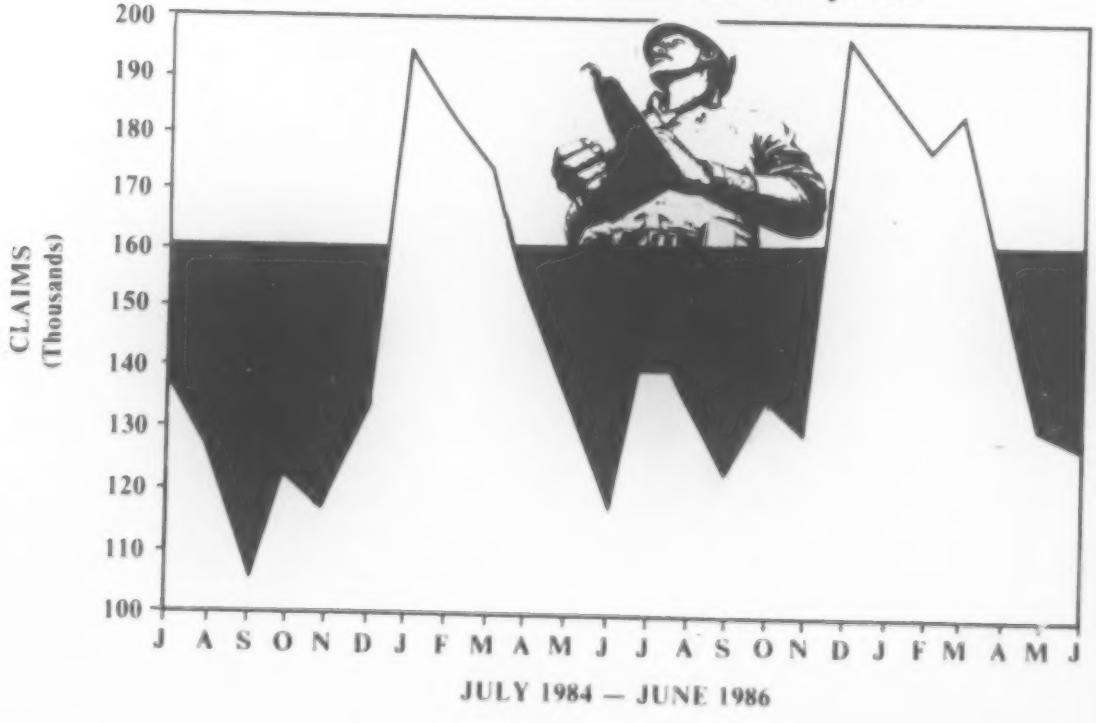


TABLE 2
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
STATE UI ACTIVITIES
JULY 1, 1985 - JUNE 30, 1986

County	Total	Initial Claims New	Additional	Continued Claims	Weeks Claimed	Average Weekly Excl. Partials	Average Duration Weeks	Claimants Recieving Benefits	Claimants Exhausting Benefits	Percent Exhausting Benefits
Allegany	11745	5415	6330	84320	85722	$129.73	17.6	3883	1240	25.9
Anne Arundel-GB	13815	9276	4539	102751	108960	143.18	14.4	6686	1663	25.6
Anne Arundel-A	3532	2905	627	26891	32088	141.28	13.0	1732	319	18.5
Baltimore-C	44497	31755	12742	336643	412230	129.83	15.6	18338	6238	30.2
Baltimore-P	11626	8060	3566	96839	113088	132.39	17.2	5694	2287	36.6
Baltimore-E	31845	20292	11553	194477	250270	142.56	12.9	15526	4267	26.5
Baltimore-T	11376	8160	3216	93202	97827	145.75	16.2	6146	1640	25.7
Calvert	1603	1131	472	11598	13976	133.39	13.9	744	122	17.1
Caroline	2438	1210	1228	12381	13296	108.13	12.4	952	108	11.4
Carroll	11401	6496	4905	49890	53287	142.00	8.4	5591	445	7.8
Cecil	6383	3234	3149	39105	40583	124.55	12.1	1980	261	13.0
Charles	2741	2252	489	23119	25277	136.40	14.0	1174	258	20.6
Dorchester	5919	2176	3743	35243	36894	105.22	17.9	1973	538	23.8
Frederick	7324	4709	2615	30712	33426	138.36	8.2	3555	231	6.8
Garrett	4635	2390	2245	30679	31690	132.94	14.1	1575	420	24.9
Harford	9963	5637	4326	50954	62755	136.26	12.2	4459	704	15.9
Howard	2942	2319	623	16976	20958	144.42	14.2	1434	355	23.4
Kent	3188	1418	1770	15433	15838	112.39	10.7	1106	112	10.5
Montgomery	14649	12698	1951	94143	97381	148.45	13.5	5394	1112	22.3
Prince George's	14813	12554	2259	101468	122210	141.16	14.3	6445	1613	26.3
Queen Anne's	796	470	326	6785	7012	120.71	15.2	396	53	13.7
St. Mary's	2077	1580	497	17658	17881	125.08	13.5	850	162	18.4
Somerset-C	2743	855	1888	16570	16784	89.68	16.3	964	190	17.5
Somerset-PA	1122	456	666	7177	7350	102.87	13.7	471	110	22.0
Talbot	2022	1179	843	9486	9840	118.14	8.7	985	58	5.4
Washington	21279	9509	11770	95658	98081	135.12	9.3	9215	1235	13.2
Wicomico	7595	3877	3718	44155	46287	115.78	11.5	3459	607	17.3
Worcester	4344	2548	1796	31699	35532	113.17	14.0	2130	334	15.8
Nondistributable	5285	2975	2310	50659	50670	150.86	11.8	4382	111	3.7
Total State	263696	167536	96162	1726871	1957195	$134.73	13.4	117239	26793	22.3
Liable State	15574	12189	3385	82406	101518	$143.72	16.3	5330	1630	32.1
Maryland Total	279272	179725	99547	1809277	2058713	$135.22	13.6	122569	28423	22.7
Balto Metro Area	140997	94900	46097	968623	1151463	$137.49	14.1	65606	17918	25.9

The Baltimore Metropolitan Area includes Baltimore City and Anne Arundel, Baltimore, Carroll, Harford and Howard Counties.

TABLE 3
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
NUMBER OF UI CLAIMS FILED BY MONTH
JULY 1,1985 - JUNE 30,1986

Month	INTRASTATE CLAIMS				LIABLE STATE				AGENT STATE			
	New	Additional	Continued	Weeks Claimed	New	Additional	Continued	Weeks Claimed	New	Additional	Continued	Weeks Claimed
TOTAL	154601	92063	1613936	1835253	12189	3385	82406	101518	12935	4099	112935	121942
JULY	19840	7514	134211	149660	961	258	4279	6008	1205	359	8841	9519
AUGUST	11252	8094	119753	135392	918	220	5332	6604	908	272	8721	9412
SEPTEMBER	8948	5803	110157	125423	832	228	5073	5221	929	278	7666	8424
OCTOBER	12553	7828	121830	136868	1055	330	5987	6141	1153	330	8358	9224
NOVEMBER	11366	8451	116132	128793	927	409	6274	7427	1005	402	8021	8740
DECEMBER	18827	12790	141299	156945	990	423	6815	7920	1116	492	9597	10286
JANUARY	20593	10036	179525	212174	1547	333	7600	10855	1436	459	11557	12571
FEBRUARY	12965	6858	160057	188687	1164	252	7529	10173	1077	306	10510	11426
MARCH	9768	6163	164687	188850	972	257	9128	11396	1088	264	10568	11394
APRIL	10539	5707	143932	162800	1055	221	8286	10548	1021	293	10483	11109
MAY	8235	6226	112854	126122	835	248	7891	9596	888	305	9418	9988
JUNE	9715	6593	109499	123539	933	247	8212	9629	1109	339	9195	9849

TABLE 4
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
UNEPLOYMENT BENEFITS PAID BY COUNTY
JULY 1, 1985 - JUNE 30, 1986

COUNTY	Number of Weeks Compensated			Amount of Payments		
	UI	UCFE	UCX	UI	UCFE	UCX
Allegany	68467	124	918	$8689569	$15690	$147447
Anne Arundel-GB	96100	1341	1123	13623557	194472	185658
Anne Arundel-A	22486	593	427	3156575	95432	70150
Baltimore City-C	286517	2873	3509	37012695	402091	559720
Baltimore City-P	98027	796	680	12913844	105109	109436
Baltimore-E	199805	744	1222	25505181	104504	196518
Baltimore-T	99510	697	543	12970523	87948	86622
Calvert	10349	112	59	1360298	15702	9621
Caroline	11776	31	45	1234503	4872	7081
Carroll	47212	104	204	6525470	16248	32490
Cecil	23914	619	212	2916121	89281	32680
Charles	16493	435	360	2236998	70843	60234
Dorchester	35269	35	126	3546949	2838	18886
Frederick	29233	464	379	3924400	75286	62734
Garrett	22261	83	139	2690959	6051	22510
Harford	54479	2646	1017	7289904	402671	165477
Howard	20432	252	340	2330524	36531	56947
Kent	11969	20	103	1285136	3500	15668
Montgomery	73095	1964	812	10741182	261533	133069
Prince George's	92336	2497	1393	12940482	394690	291835
Queen Anne's	6019	66	8	701412	7284	1023
St. Mary's	11492	380	416	1424397	62410	65858
Somerset-C	15714	13	41	1398475	2171	5479
Somerset-PA	6455	35	21	643995	5856	3138
Talbot	8610		38	974000		5560
Washington	85293	820	429	11104059	113590	94107
Wicomico	39615	194	361	4499630	26420	50942
Worcester	29396	246	93	3299524	34871	13030
Nondistributable	51902	0	3	4553107	1232	495
Total State	1574393	18100	15403	206430997	2611127	2859460
Liable State	87068	2674	407	12952888	402413	94261
Maryland Total	1661461	20974	15810	219791885	3013540	2953721
Balto Metro Area	924566	10253	9223	128012473	1447306	1407188

The Baltimore Metropolitan Area includes Baltimore City and Anne Arundel, Baltimore, Carroll, Harford and Howard Counties

UI Benefits Paid in Maryland

TABLE X

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

BENEFIT RIGHTS AND EXPERIENCE

JULY 1, 1999 - JUNE 30, 1999

	Number	Percent
Total Monetary Determinations For New Claims	[illegible]	[illegible]
With Insufficient Wage Credits (Ineligible)	[illegible]	[illegible]
With Sufficient Wage Credits (Eligible)	[illegible]	[illegible]
Number Of Eligible Persons Classified By Basic Weekly Benefit Amount	[illegible]	[illegible]
$ [illegible] - $ [illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

TABLE 6
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
RATE OF INSURED UNEMPLOYED
JULY 1, 1984 - JUNE 30, 1986

Fiscal Year 1985		Fiscal Year 1986	
Month	**Rate**	**Month**	**Rate**
July 1984	2.06	July 1985	1.93
August	2.00	August	1.93
September	1.95	September	1.94
October	1.85	October	1.87
November	1.82	November	1.85
December	1.93	December	1.94
January 1985	2.23	January 1986	2.22
February	2.60	February	2.53
March	2.85	March	2.82
April	2.68	April	2.68
May	2.33	May	2.36
June	2.04	June	2.00
FY Average	2.20	FY Average	2.18

Averages are computed from weekly IUR

TABLE 7
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
WEEKLY AVERAGE OF STATE INSURED UNEMPLOYED BY INDUSTRIAL ATTACHMENT AND BY SEX
JULY 1, 1984 - JUNE 30, 1986

JULY 1985	TOTAL			MALE			FEMALE		
	JULY 1984 JUNE 1986	PERCENT JUNE 1985	JULY 1985 CHANGE	JULY 1984 JUNE 1986	PERCENT JUNE 1985	JULY 1985 CHANGE	JULY 1984 JUNE 1986	PERCENT JUNE 1985	CHANGE
Total - All Industries	36241	36000	07	22813	22241	26	13428	13759	24
Mining	285	489	417	285	398	284		91	1000
Contract Construction	6481	6216	43	6015	5781	40	466	435	71
Manufacturing - Total	9882	9453	45	5811	5594	39	4071	3859	55
Food Processing	1503	1461	29	694	761	-88	809	700	156
Textile Mill Products	143	157	-89	86	24	2583	57	133	-571
Apparel Products	955	1219	217	165	224	-263	790	995	-206
Lumber and Wood Products	161	156	32	118	156	-244	43		
Furniture and Fixtures	360	343	50	200	186	75	160	157	19
Paper Products	152	604	748	91	411	-779	61	193	-684
Printing and Publishing	530	439	207	322	217	484	208	222	-63
Chemical Products	404	297	360	335	212	580	69	85	-188
Petroleum and Coal Products	60	24	1500	60	18	2333		6	-1000
Rubber and Plastics	417	481	-133	185	199	-70	232	282	-177
Leather Products	83	215	-614	25	54	-537	58	161	-640
Stone, Clay and Glass	272	376	-277	272	297	-84		79	-1000
Primary Metals	1376	1267	86	925	1028	-100	451	239	887
Fabricated Metals	231	230	04	195	163	196	36	67	-463
Non-Electrical Machinery	1021	295	2461	793	211	2758	228	84	1714
Electrical Equipment	1260	484	1603	554	243	1280	706	241	1929
Transportation Equipment	747	1252	-403	665	1138	-416	82	114	-281
Instruments and Related	107	66	621	49	18	1722	58	48	208
Miscellaneous Manufacturing	103	91	132	79	36	1194	24	55	-564
Public Utilities	1615	1580	22	1223	1085	127	392	495	-208
Wholesale and Retail Trade	7376	6564	124	4134	3616	143	3242	2948	100
Finance, Insur. and Real Estate	1349	1277	56	598	686	-128	751	591	271
Services	7523	6920	87	3622	3171	142	3901	3749	41
All Other	1734	3501	-505	1127	1910	-410	607	1591	-618

NOTE: Detail may not add to the total due to rounding.

TABLE 8
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
NONMONETARY DETERMINATIONS AND DISQUALIFICATIONS IMPOSED BY ISSUE IN SINGLE AND MULTI-CLAIMANT CASES
JULY 1, 1985 - JUNE 30, 1986

	TOTAL NONMONETARY DETERMINATIONS						NUMBER DISQUALIFIED OR INELIGIBLE					
	Md. State Total		Intrastate Total		Liable State Total		Md. State Total		Intrastate Total		Liable State Total	
ISSUE	Number	Percent	Number	Percent	Number	Percent	Number	Percent of Nonmonetary Determinations	Number	Percent of Nonmonetary Determinations	Number	Percent of Nonmonetary Determinations
Total - All Programs	87,988	100.0					65,500	74.4				
Total - UI Regular	86,570	100.0	80,918	100.0	5,652	100.0	64,410	74.4	59,206	73.2	5,204	92.0
Disqualification Issues - Total	62,453	72.1	58,100	71.8	4,353	77.0	43,973	70.4	40,067	69.0	3,906	89.7
Voluntary Quit	25,653	29.6	22,499	27.8	3,154	55.8	21,134	82.3	18,317	81.4	2,817	89.3
Gross Misconduct	7,029	8.1	6,663	8.2	366	6.5	5,986	85.2	5,622	84.4	366	100.0
Disciplinary Layoff	17,205	19.9	16,626	20.5	579	10.2	8,594	47.2	8,125	49.0	469	78.0
Refusal to Accept or Apply for Work	1,547	1.8	1,537	1.9	10	0.0	1,058	68.4	1,048	68.2	10	100.0
Pension	2,786	3.2	2,726	3.4	60	1.1	2,596	93.1	2,530	93.0	60	100.0
Dismissal Payment	8,231	9.5	8,047	9.9	184	3.3	4,603	55.9	4,419	55.0	184	100.0
Ineligible Issues - Total	24,117	27.9	22,806	28.2	1,299	23.0	20,437	84.7	19,139	83.9	1,298	99.9
Not Seeking Work	3,444	4.0	3,210	4.0	234	4.1	3,069	89.1	2,836	88.3	233	99.6
Reporting Requirements	3,509	4.1	3,029	3.7	480	8.5	3,415	97.3	2,935	97.0	480	100.0
Unable or Unavailable	8,911	10.3	8,474	10.5	437	7.7	6,598	74.0	6,161	72.7	437	100.0
Holiday, Vacation Pay, and Other	8,253	9.5	8,105	10.0	148	2.6	7,355	89.1	7,207	88.9	148	100.0
Total UCFE - Regular	1,171	100.0	901	76.9	270	23.1	883	75.4	621	68.9	262	97.0
			209	85.7	35	14.0					34	97.1
Total UCX - Regular	244	100.0					202	82.8	168	80.1		
EB - Total (UI)												
AB - Total												
FSC - Total	6	100.0	6	100.0			5	83.3	5	83.3		
UI	6	100.0	6	100.0			5	83.3	5	83.3		
UCFE												
UCX												
WORKSHARING (Included in UI Total)	5,552						5,542					

Detail may not add due to rounding

During fiscal year 1986, there were 305 regular nonmonetary redeterminations made including 209 disqualifications

There were no multi-claimant nonmonetary determinations this fiscal year

PAGE DEPTH EQUALS 002

TABLE 9
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
UNEMPLOYMENT INSURANCE APPEALS
JULY 1, 1985 - JUNE 30, 1986

Item (Include Liable State)	APPEALS	
	Hearings Examiner	Board of Appeals
Cases Pending June 30, 1985 - UI	972	750[2]
Cases Received June 30, 1986	15,351	2,067
Total Cases - UI	16,323	2,817
Total Decisions - UI[1]	13,838	2,430
Claimant Appeals	11,147	1,600
In Favor of Appellant	2,691	109
Unfavorable to Appellant	8,365	1,478
Employer Appeals	2,599	798
In Favor of Appellant	1,676	113
Unfavorable to Appellant	923	685
Other Dispositions	92	45
Other Cases Disposed:		
UCFE	130	27
UCX	43	2
EB	0	0
AB	0	0
FSC	12	6
TRA	37	2
Cases Appealed to the Courts -231		
Cases Pending UI - June 30, 1986	2,485	387

[1] UI data includes 20 Lower Authority multi-claimant cases involving 2,362 claimants and 7 Higher Authority multi-claimant cases involving 2,650 claimants disposed of during fiscal year 1986.

[2] Revised.

Table 10
Maryland department of Employment and Training
Number Of Employers, Taxable Wages, And Contributions By Experience Rate
July 1, 1985 - June 30, 1986

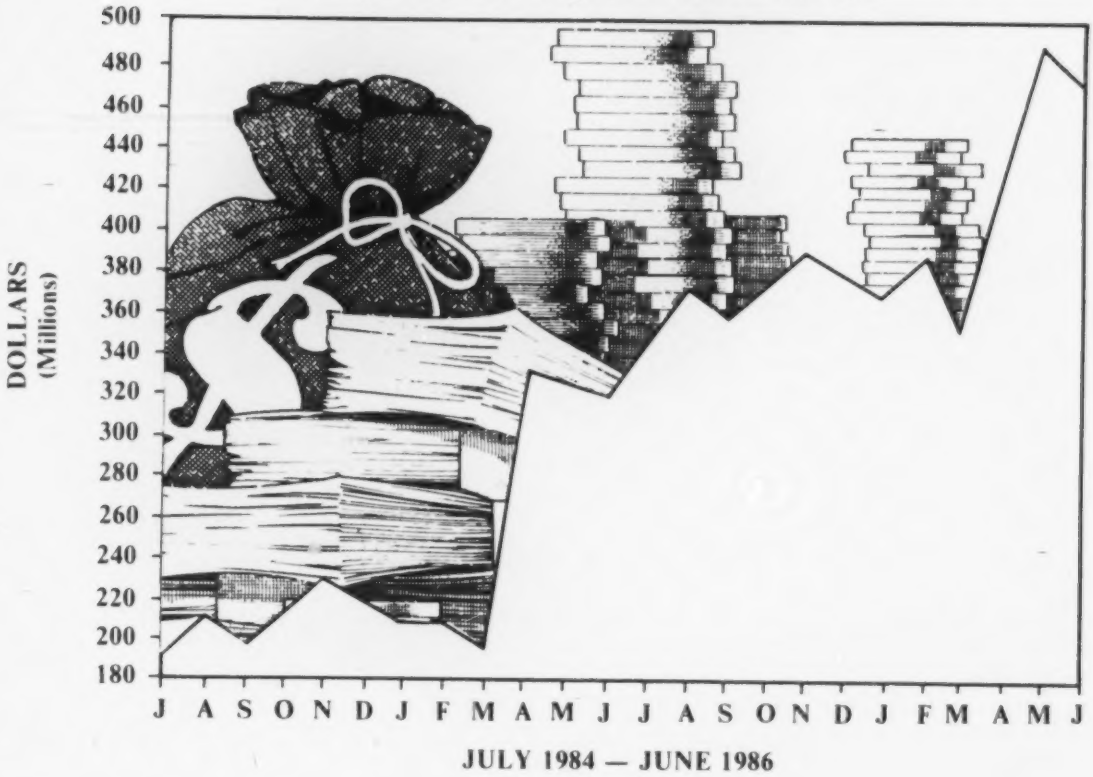
Experience	Employers		Taxable Wages		Contributions	
Rate	Number	Percent	Amount	Percent	Amount	Percent
[1]18	33,722	32.8	961,020,907.88	9.4	17,145,496.52	5.3
18	3,513	3.4	246,811,383.84	2.4	4,361,173.84	1.4
19	1,774	1.7	290,011,295.35	2.8	5,456,049.75	1.7
20	1,308	1.3	408,131,636.24	4.0	8,128,264.83	2.5
21	1,105	1.1	476,268,426.32	4.7	9,960,860.27	3.1
22	1,063	1.0	503,893,808.89	4.9	11,042,888.03	3.4
23	936	0.9	348,012,716.22	3.4	7,969,320.00	2.5
24	946	0.9	451,958,977.16	4.4	10,811,573.84	3.4
25	926	0.9	375,799,770.44	3.7	9,331,364.91	2.9
26	811	0.8	294,681,211.08	2.9	7,580,481.75	2.3
27	803	0.8	285,959,371.74	2.8	7,755,492.56	2.4
[2]28	33,687	32.7	1,100,856,672.56	10.8	30,143,609.58	9.3
28	838	0.8	231,416,821.80	2.3	6,464,457.48	2.0
29	773	0.8	230,500,765.46	2.3	6,643,430.06	2.1
30	660	0.6	208,724,356.58	2.0	6,207,983.82	1.9
31	670	0.7	218,497,101.84	2.1	6,737,049.97	2.1
32	609	0.6	172,020,674.32	1.7	5,466,592.63	1.7
33	579	0.6	159,456,406.50	1.6	5,214,322.20	1.6
34	645	0.6	208,537,820.46	2.0	7,070,257.01	2.2
35	521	0.5	142,547,333.93	1.4	4,956,078.38	1.5
36	555	0.5	148,705,664.95	1.5	5,308,294.49	1.6
37	477	0.5	149,817,356.19	1.5	5,526,346.58	1.7
38	505	0.5	156,596,986.77	1.5	5,843,132.83	1.8
39	427	0.4	73,831,875.23	0.7	2,854,909.56	0.9
40	381	0.4	75,424,415.64	0.7	2,963,084.97	0.9
41	380	0.4	79,463,287.03	0.8	3,213,562.98	1.0
42	387	0.4	118,000,512.95	1.2	4,917,523.46	1.5
43	402	0.4	83,976,864.29	0.8	3,552,643.47	1.1
44	341	0.3	70,824,897.18	0.7	3,099,996.92	1.0
45	371	0.4	80,575,831.69	0.8	3,587,669.48	1.1
46	336	0.3	58,232,137.99	0.6	2,567,204.68	0.8
47	313	0.3	64,994,728.96	0.6	3,015,458.11	0.9
48	266	0.3	46,904,279.35	0.5	2,210,773.19	0.7
49	309	0.3	60,695,941.16	0.6	2,874,177.56	0.9
50	277	0.3	42,230,576.10	0.4	2,082,886.66	0.6
51	244	0.2	60,576,488.15	0.6	3,069,413.11	1.0
52	227	0.2	33,297,118.52	0.3	1,684,253.43	0.5
53	230	0.2	50,382,008.51	0.5	2,650,543.03	0.8
54	918	0.9	53,432,318.39	0.5	2,773,839.97	0.9
55	216	0.2	35,736,850.27	0.4	1,908,326.35	0.6
56	217	0.2	30,209,797.47	0.3	1,666,522.32	0.5
57	236	0.2	32,317,395.92	0.3	1,769,948.46	0.5
58	207	0.2	26,135,571.78	0.3	1,477,967.54	0.5
59	201	0.2	23,055,194.47	0.2	1,342,746.50	0.4
60	8,590	8.3	1,229,192,557.37	12.1	72,324,150.13	22.4
Total	102,902	100.0	10,199,726,114.94	100.0	322,732,123.21	100.0

Average Rate Experienced rated accounts 3.16 All accounts INA
[1] Accounts with no benefit charges
[2] New Accounts
Data includes 91,256 active accounts and 11,646 inactive accounts

TABLE 11
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
UNEMPLOYMENT INSURANCE BENEFIT ACCOUNT FUND
STATEMENTS OF RECEIPTS AND DISBURSEMENTS
For the period from January 1, 1936 to June 30, 1986

RECEIPTS		
Contributions Collected - Total		$3,416,506,941.18
From January 1, 1936 - June 30,1985	$3,088,683,189.15	
For Fiscal Year July 1, 1985 - June 30, 1986	327,823,752.03	
Interest and Special Charges Collected - Total		11,179,704.68
Prior to April 1, 1945	173,444.42	
From April 1, 1945 - June 30, 1985	9,193,100.43	
For Fiscal Year July 1, 1985 - June 30, 1986	1,813,159.43	
U I Benefits Reimbursed by Non-Profit Employers		82,515,729.33
Interest Paid by U S Treasury - Total		341,240,661.59
From March 1936 - June 30, 1985		305,446,826.36
For Fiscal Year July 1, 1985 - June 30, 1986	35,793,835.23	
Federal Unemployment Tax (Reed Bill)		2,280,245.73
U S Loan for Temporary Unemployment Compensation Benefit Payments (TUC)		12,043,817.02
U I Extended Benefits Reimbursed by U S Treasury		66,041,750.33
TOTAL RECEIPTS		3,931,808,849.86
DISBURSEMENTS		
Benefits Paid - Total		3,421,878,374.00
From 1938 - June 30, 1985	2,987,458,870.16	
For Fiscal Year July 1, 1985 - June 30, 1986	207,373,466.70	
For Temporary Unemployment Compensation (TUC)	12,040,222.02	
For Extended Benefits	131,999,935.55	
For Reimbursable Benefits	83,005,879.57	
Refunds of Overpaid Contributions		12,671,055.39
Transfers to Special Administrative Fund		10,661,817.41
Repayment U S Loan Temporary Unemployment Compensation Benefit Payments (TUC)		12,043,817.00
Expenditures for Administration (transfer from Reed Act Funds)	834,640.38	
TOTAL DISBURSEMENTS		3,458,089,704.18
BALANCE IN FUND		473,719,145.68

Maryland UI Trust Fund Balance



UI Tax Revenue Received in Maryland

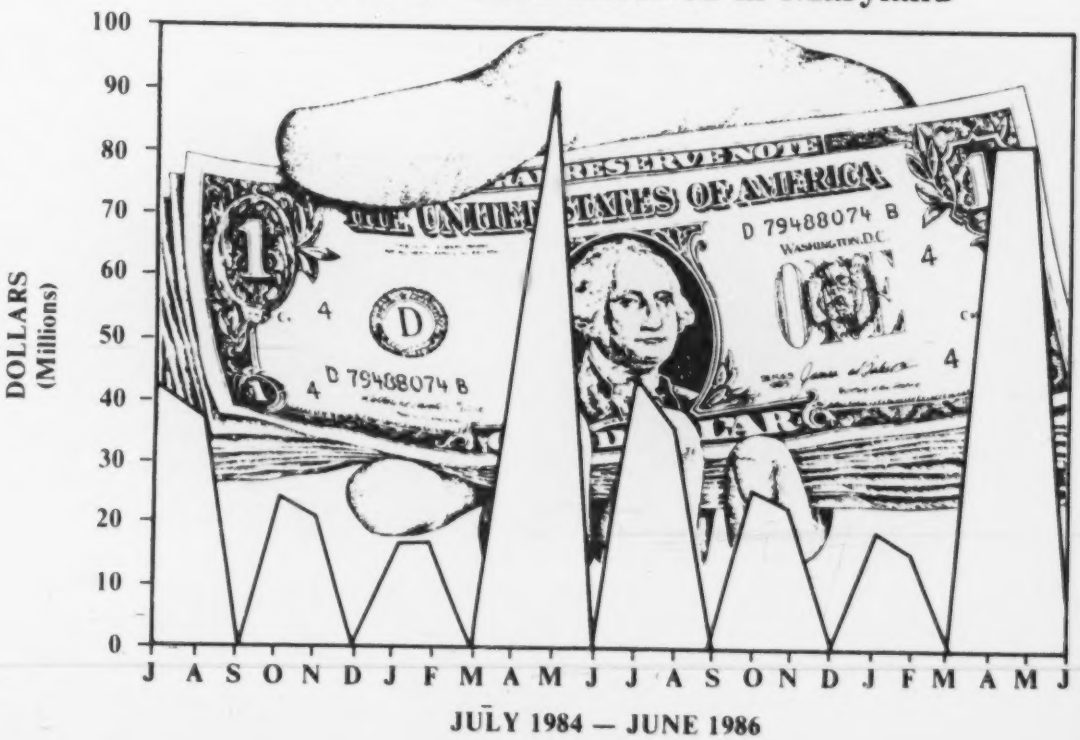


TABLE 12
DEPARTMENTOF EMPLOYMENT AND TRAINING
TRUST FUND
JANUARY 1, 1976- JUNE 30, 1986

YEAR	Quarter	Revenue Contributions and Interest	Trust Fund Balance[1]	Expenditures	Total Wages	Taxable Wages***	Ratio of Taxable Wages To Total Wages
1986	Jan-Mar	$46.573.869	$348.425.775	$69.060.045	$33.761.261.248	10.358.191.280 EST	0031
	Apr-June	172.881.727	* 473.292.635	48.027.023			
	July-Sept						
	Oct-Dec						
1985	Jan-Mar	42.036.438	198.180.017	62.718.309	31.848.143.817	9.763.377.030	0031
	Apr-June	164.580.416	318.068.173	44.622.826			
	July-Sept	88.014.571	361.611.855	44.867.932			
	Oct-Dec	56.196.178	371.045.749	46.542.736			
1984	Jan-Mar	34.846.138	65.854.683	65.276.740	28.942.819.278	9.167.955.790	0032
	Apr-June	145.295.557	163.863.876	46.762.199			
	July-Sept	75.775.603	202.232.693	37.674.417			
	Oct-Dec	55.940.576	218.757.855	39.393.045			
1983	Jan-Mar	18.404.393	127.611.759	*99.514.647	26.043.021.191	8.390.261.859	0032
	Apr-June	66.098.747	122.997.531	67.612.785		(maximum taxable	
	July-Sept	36.609.390	96.420.670	64.183.910		wage increased to	
	Oct-Dec	45.478.896	96.510.645	44.719.359		7.000 on 1/1/83)	
1982	Jan-Mar	22.847.572	330.037.847	92.592.899	23.917.755.841	7.412.347.560	0031
	Apr-June	68.415.335	306.012.111	83.927.441		(6.000)	
	July-Sept	34.392.738	258.919.869	80.105.695			
	Oct-Dec	24.467.371	207.586.867	77.617.686			
1981	Jan-Mar	30.830.767	347.790.230	59.090.440	22.758.884.167	7.411.563.724	0033
	Apr-June	104.781.575	410.576.636	42.173.686		(6.000)	
	July-Sept	62.051.157	430.109.697	43.587.189			
	Oct-Dec	28.878.899	401.308.993	54.658.557			
1980	Jan-Mar	36.996.191	225.173.795	50.250.189	20.797.250.047	7.126.931.784	0034
	Apr-June	139.050.039	348.493.398	45.221.139		(6.000)	
	July-Sept	79.737.596	382.087.669	46.223.912			
	Oct-Dec	39.682.126	376.209.292	45.006.409			
1979	Jan-Mar	30.774.016	106.210.542	43.841.346	19.010.302.347	6.915.237.052	
	Apr-June	114.292.697	197.135.620	23.373.203		(6.000)	0036
	July-Sept	71.593.371	245.720.692	22.694.677			
	Oct-Dec	48.670.129	268.421.754	25.957.071			
1978	Jan-Mar	17.539.208	18.197.860	39.051.894	16.743.096.889	6.560.054.770	0039
	Apr-June	94.082.192	54.342.027	21.687.853		(maximun taxable	
	July-Sept	63.339.186	97.860.478	18.693.038		wage increased to	
	Oct-Dec	40.225.077	119.273.240	19.965.185		6.000 on 1/1/78)	
1977	Jan-Mar	16.515.522	55.570.940	50.640.399	12.804.000.000	4.733.021.948	0037
	Apr-June	77.258.369	8.703.751	30.391.105		(4.200)	
	July-Sept	40.660.239	6.854.292	25.116.521			
	Oct-Dec	24.083.055	3.139.422	27.797.323			
1976	Jan-Mar	8.980.677	13.048.185	51.461.423	11.513.683.071	4.598.996.044	0040
	Apr-June	39.100.004	6.655.241	33.058.340		(4.200)	
	July-Sept	22.310.247	12.936.505	28.591.565			
	Oct-Dec	22.454.566	21.498.905	31.016.966			

* Highest Quarter
** Wage Supplement Reports. Data revised to correspond to year covered
*** The Trust Fund balance in table 11 includes account receivable that are not reflected in table 12

Estimated Total Unemployment

TABLE 13
MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
CIVILIAN LABOR FORCE, EMPLOYMENT AND UNEMPLOYMENT BY PLACE OF RESIDENCE
JANUARY 1979 - JUNE 1986

Item	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual Average
1986													
Labor Force	2,220,404	2,225,517	2,249,704	2,281,183	2,315,482	2,360,146	2,392,632	2,384,014	2,360,762	2,372,973			
Employment	2,110,698	2,112,848	2,148,419	2,190,107	2,228,999	2,268,288	2,292,153	2,288,426	2,263,397	2,262,281			
Unemployment	109,706	112,669	101,285	91,076	86,483	91,858	100,479	95,588	97,365	108,789			
Rate	49	51	45	40	37	39	42	40	41	43			
1985													
Labor Force	2,207,780	2,198,122	2,219,971	2,232,144	2,247,139	2,275,659	2,286,705	2,274,973	2,258,028	2,270,440	2,281,722	2,283,319	2,253,000
Employment	2,085,532	2,077,793	2,112,050	2,130,896	2,152,402	2,175,489	2,185,140	2,178,370	2,165,801	2,172,019	2,181,595	2,183,924	2,150,000
Unemployment	122,248	120,329	107,921	101,248	94,737	100,170	101,565	96,603	92,227	98,421	100,137	100,395	103,000
Rate	55	55	49	45	42	44	44	42	41	43	44	44	46
1984													
Labor Force	2,180,766	2,184,739	2,202,118	2,227,844	2,244,735	2,285,683	2,280,029	2,276,714	2,258,846	2,251,977	2,260,108	2,256,541	2,243,000
Employment	2,038,080	2,048,382	2,071,941	2,104,251	2,126,276	2,162,086	2,163,468	2,161,558	2,149,044	2,141,043	2,148,179	2,149,691	2,122,000
Unemployment	142,686	136,357	130,177	123,593	118,459	123,597	122,561	115,056	109,802	110,934	111,929	106,850	121,000
Rate	65	62	59	55	53	54	54	51	49	49	50	47	54
1983													
Labor Force	2,150,495	2,147,296	2,171,930	2,192,286	2,208,466	2,243,490	2,158,435	2,238,189	2,230,464	2,237,605	2,232,995	2,232,345	2,203,000
Employment	1,957,734	1,968,056	1,993,649	2,030,995	2,057,450	2,091,768	2,012,693	2,084,914	2,103,321	2,108,302	2,106,867	2,106,252	2,051,000
Unemployment	192,761	189,240	178,281	161,291	151,016	151,722	145,742	148,275	127,143	129,303	126,128	126,096	152,000
Rate	90	88	82	74	68	68	68	65	57	58	56	56	69
1982													
Labor Force	2,132,066	2,123,721	2,140,635	2,158,631	2,172,909	2,207,532	2,200,709	2,177,037	2,166,585	2,170,033	2,167,449	2,174,694	2,166,000
Employment	1,932,520	1,928,622	1,952,489	1,981,081	1,998,915	2,022,230	2,015,416	1,991,376	1,990,924	1,991,588	1,992,306	1,998,531	1,983,000
Unemployment	199,546	195,099	188,146	177,550	173,994	185,302	185,293	185,659	175,661	178,445	175,143	176,163	183,000
Rate	94	92	88	82	80	84	84	85	81	82	81	81	84
1981													
Labor Force	2,140,200	2,141,840	2,146,932	2,159,173	2,167,016	2,200,275	2,197,239	2,173,870	2,172,778	2,152,767	2,160,514	2,167,400	2,165,000
Employment	1,971,626	1,973,745	1,992,177	2,013,672	2,024,776	2,044,267	2,039,667	2,018,176	2,021,657	2,000,768	1,998,070	1,997,400	2,008,000
Unemployment	168,574	168,095	154,755	145,501	142,240	156,008	157,572	155,694	151,121	151,999	162,441	170,000	157,000
Rate	79	78	72	67	66	71	72	72	70	71	75	78	73
1980													
Labor Force	2,133,044	2,131,123	2,141,318	2,152,464	2,169,543	2,189,0[illegible]	2,207,428	2,119,580	2,149,956	2,162,563	2,164,080	2,175,870	2,158,000
Employment	1,990,328	1,989,935	2,003,546	2,021,898	2,038,380	2,035,190	2,055,051	1,976,638	2,014,217	2,026,757	2,027,556	2,036,514	2,018,000
Unemployment	142,716	141,188	137,772	130,576	131,163	153,841	152,377	142,942	135,739	135,806	136,524	139,356	140,000
Rate	67	66	64	61	60	70	69	67	63	63	63	64	65
1979													
Labor Force	2,058,054	2,066,733	2,079,141	2,101,619	2,125,049	2,183,645	2,165,158	2,141,340	2,131,987	2,111,695	2,122,999	2,140,579	2,119,000
Employment	1,924,879	1,923,018	1,957,543	1,987,327	2,014,911	2,055,300	2,036,972	2,013,397	2,016,264	1,994,822	2,000,923	2,002,644	1,994,000
Unemployment	133,175	143,715	121,598	114,292	110,138	128,345	128,186	127,943	115,723	116,873	122,076	137,935	125,000
Rate	65	70	58	54	52	59	59	60	54	55	58	64	59

UNEMPLOYMENT INSURANCE AND JOB SERVICE: A HISTORY OF COOPERATION

In 1935 passage of the Wagner-Peyser Act formalized the State Employment Service and Unemployment Insurance systems. The two systems have been interrelated ever since. There is solid justification why these systems have been integrated in the past and why the relationship should continue in the future.

The strength of the relationship was most apparent at the onset of World War II. With defense mobilization and so many young men enlisting in the armed services, an organization was needed to replace the lost workers in America's key industries sent to war as soldiers and to recruit the many more workers who would ensure the economic outputs of a nation at war. The Job Service fulfilled this mission, often in conjunction with the unemployment insurance program. As workers were laid off in non-essential industries, new employment was immediately found for these workers in defense-related industries. A labor exchange system that had been devised at the height of the depression to combat the ills of mass unemployment was also found to be instrumentally sound during times of high employment. The Korean War and Vietnam conflict also relied heavily on this symbiotic relationship, moving the unemployed to the ranks of the employed.

The 1960's ushered in the era of the "New Frontiers" campaign, the mission of government to upgrade all of America's workforce and to bring the successes of the economic mainstream to all walks of American society. The Manpower Development Training Act of the early 1960's (a program which would stay in place for more than 10 years) sponsored institutional and on-the-job training opportunities for those less-equipped to work in America's increasingly technological marketplace. The unemployed, either those who possessed obsolete skills, were undereducated, lacked modern work skills, or were solidly embedded in the structural unemployment base, were referred by the unemployment insurance component to the Job Service (State Employment Service) for skills development and placement in new, higher-paying jobs.

The joint relationship between the Job Service Division and the Unemployment Insurance Administration courses through other programs that have been developed and implemented by the U.S. Department of Labor. For many years funding for the two programs other than staff costs was jointly administered. The Trade Readjustment Assistance program, a supplement program to assist those workers in industries affected by foreign imports, provided benefit compensation through the unemployment insurance system and retraining and relocation assistance concurrently through the Job Service. The Unemployment Insurance program's Eligibility Review Program is modeled after the Job Service interviewing process and facilitates placement of unemployed claimants back into employment more expeditiously than if the claimant is left to his or her own resources to find reemployment.

The single most important rationale for maintaining a joint Unemployment Insurance-Job Service connection is for the benefit of Maryland employers and the integrity of the Unemployment Insurance Trust Fund. Employers expect the Department to perform in a reasonable manner to minimize their liability for taxes, to ensure that unemployment insurance benefit payments are a short-term, interim compensation and not a constant, repetitive transfer system. An unemployment insurance program can only provide this guarantee as long as it has a job referral component. The Job Service fits this role. The consequence is a UI Trust Fund that is fully solvent ($500 million), capable of sustaining a relatively long recession, and an employer tax rate that is at the lowest possible rate. Maryland enjoys a healthy economic climate and a strong unemployment insurance system because of the close interrelationship of the Job Service labor exchange and the unemployment insurance program. The integration of the two systems ensures that Maryland has no disincentives to economic development in the State; the maintenance of these two systems together will help to sustain Maryland's competitive edge in attracting new industry, maintaining its present economic base, and providing a diversified employment base for Maryland citizens.

Supplying Maryland's Business with Qualified Workers

When Piedmont Airlines decided to make the Baltimore-Washington Airport its hub, its staff had to deal with thousands of logistical details. However, one task the airline did not have to cope with was the screening, testing, and hiring of new personnel to staff its new base. This job was successfully handled by the Maryland Job Service.

Since 1933, the Maryland Job Service has provided private sector employers with job placement services. Today, the Job Service works with companies ranging from those listed on the Fortune 500 to small entrepreneurs. Piedmont Airlines, General Motors, and Super Pride food stores represent a growing number of businesses pleased with the Job Service.

When Caldor and Channel Homes expanded their operations into Maryland, they discovered the benefits of the Job Service network. The Job Service's statewide network of local offices made it convenient for the retailers to work with the Job Service, regardless of their stores' new locations. Many other businesses in Maryland know the Job Service is conveniently located. For Caldor, Channel Homes, and other businesses such as the Baltimore Sheraton, the Job Service provided a facility and the staff to interview the first round of applicants which numbered in the thousands. In addition, Job Service staff examined each application to see if hiring the candidates would make the employer eligible for special tax credits. This type of service is what has made the Job Service a valuable free service to the private sector.

Laser Applications, a company that blends high technology and manufacturing, used the Job Service to find new workers for its expansion. Laser Applications wanted individuals with aptitudes for mathematics and manual dexterity. Additionally, the company wanted to give first preference to veterans. The Job Service used existing United States Employment Service tests and other approved aptitude tests to select the right candidates for Laser Applications. The process saved the company money. Since some of the new workers were veterans, Laser Applications was able to take advantage of special financial incentives. Laser Applications has found, along with many other Maryland businesses, that test selected workers save money because of reduced training time and turnover.

The Maryland Job Service has assisted businesses in many other ways. Small and large companies have had Employment Service Representatives (ESRs) assigned to them to help with their personnel needs. For example, the United Parcel Service has had an assigned ESR to manage the large demand for workers during the busy winter holiday season. Some employers have called on the Job Service to meet their affirmative action plan and to obtain the latest labor force data. The Job Service sponsors Job Service Employer Committees, or JSECs, which give employers a network for meeting with other businesses and a forum for discussing methods the Job Service can use to better serve the private sector. All of these companies have found the Maryland Job Service strives to be responsive to their concerns.

JOB SERVICE EMPLOYER COMMITTEES

Job Service Employer Committees (JSECs) are comprised of employer representatives who serve as a communications link between the Job Service and the employer community for a specific jurisdiction. These committees are established on the local level to enable the Job Service to adapt to the special needs of each community. Currently, there are 19 committees representing 350 employers.

The JSECs represent a cross section of the community's employers, with a mix of large and small businesses and different types of businesses and industries.

The Job Service Employer Committee members meet with local Job Service staff to discuss employers' needs and the strategies the Job Service can employ to meet those needs.

JSECs have been instrumental in helping the Job Service to:

- provide a means of formal communication between the Job Service and its customer base, the employer;
- encourage employer use of Job Service services including: pre-screening of applicants, counseling, referral, and informational seminars on tax programs and unemployment insurance;
- increase the productivity of the Job Service;
- increase the hiring in the private sector;
- help employers find qualified workers and help qualified workers find jobs; and
- help employers obtain information on the Job Training Partnership Act.

Benefits to the employer are both short and long term:

- quality job applicants;
- rapid filling of job vacancies;
- more personalized service in such areas as applicant testing, labor market information, and information required to meet Affirmative Action Plans;
- business input into government;
- less reliance on government-subsidized jobs (because of a closer relationship between government and business); and
- lower unemployment compensation costs (due to a more rapid placement of jobless workers).

State JSEC Chairperson

Esther F. Lupton	Raymond Metal Products Company

State Steering Committee

Stephanie Montgomery	Martin Marietta Aerospace
Mary E. Clapper	Alexander & Alexander, Incorporated
Phyllis T. Patterson	North Charles General Hospital
Yvonne M. Jordan	Campbell Soup Company
Jack Kralle	Family Service Center
Norman Yoder	Walter N. Yoder & Sons
Patricia Perluke	Greater Baltimore Committee

JSEC Local Chairpersons

David Blanche	American Cleaning, Incorporated
Jean Zyna	Capitol Milk Producers Cooperative, Inc.
Guy A. Myers	Random House, Incorporated
Kenney Thomas	Del Monte Foods, Incorporated
Norman Yoder	Walter N. Yoder & Sons
Esther F. Lupton	Raymond Metal Products Company
Richard M. Horch	Frederick Electronics Company
Barbara Higgins	Bata Shoe Company, Incorporated
Edna M. Tumalo	Nuodex, Incorporated
Marie Lucantoni	Sinai Hospital of Baltimore
Jack Hix	Tracor, Incorporated
Linda Crown	The Kiplinger Washington Editors, Inc.
James Dodson	Captain's Gallery Restaurant
Andrew Mroz	Embassy Dairy
George Weeks	Maryland Plastics, Incorporated
Robert Kiley	Salisbury Wicomico Economic Development
Martin B. Skane	Certainteed Corporation
Bert Cooperstein	Essex Community College
Joann Sherrer	Sheppard Pratt Hospital
Thomas Hastings	Phillips Crab House

APPLICANT SERVICES

Job seekers can get a full range of job search assistance at any Job Service office.

Assessment	Job Service interviewers evaluate educational background, previous work experience, interest and aptitudes of job seekers. The assessment is used to determine whether the job seekers are ready to move directly to a job or need further services to improve employability.
Career Planning	This service is offered to applicants who require assistance in setting short or long-term employment goals. The interviewers familiarize job seekers with the training and/or educational qualifications needed to enter various occupations and the steps necessary to attain desired job goals.
Counseling and Testing	Counseling is a service offered to job seekers who need special assistance and information prior to career decision making and job placement. Counseling is also very helpful to job seekers who have disabilities or special problems. In addition, testing services are available to determine the potential for success of job seekers in various occupational areas as well as their proficiency in clerical skills, reading and math.
Job Placement and Job Development	Job seekers who are ready to work will be given the opportunity to be matched with job orders from employers. Employers may also be contacted in an effort to develop suitable jobs for applicants.
Job Search Workshops	Job Search Workshops are a free service available to all job seekers. These workshops provide job seekers with techniques for locating, applying for, and securing employment. Resume writing, telephone usage and interview skills are taught to increase job seekers' potential for success.
Job Referral and Training	Job seekers who need training prior to entering employment may be referred to training programs offered by Service Delivery Areas, community colleges, secondary and technical schools.
Referral to Supportive Services	Job seekers who need additional services in preparing for employment may be referred to various community agencies including: Social Services for housing, welfare, medical or food stamp needs; Vocational Rehabilitation for training; Veterans Administration for veterans services; and the local health department for medical services.
Services For People With Special Needs	Veterans Through the federally funded Veterans Services Program, veterans are provided all services on a priority basis. In each local office, staff are available to help veterans in their search for training and employment through a variety of special programs and targeted services. Youth The Job Service provides intensive placement services for college graduates through the College Outreach Program. This program is designed to match professional employers with highly trained and skilled applicants. For the Summer Youth Program, youth are recruited and screened to see if they meet the eligibility criteria for special summer jobs offered by state agencies, private employers-Service Delivery Areas/Private Industry Councils. In an effort to inform high school youth about the Job Service, staff attend high school functions such as Job Fairs and Career Days.
Public Assistance Recipients	Through the Work Incentive (WIN) Program, job seekers who are receiving Aid to Families with Dependent Children (AFDC) may be eligible to receive special assistance. Services offered include: counseling, job finding skills, training opportunities, job development, and placement.

A SPECIFIC EXAMPLE OF APPLICANT SERVICES

Applicant profile: Male, age 20, previously worked as a stock clerk and laborer, has a GED and is interested in whatever job opportunities are available through the Job Service.

ASSESSMENT AND APPRAISAL

After registering with the Job Service, a face to face interview with the applicant was held. Through the interview, the applicant's prior work experience is outlined along with his reasons for leaving employment. In addition, the applicant's volunteer and short term employment experiences were discussed and his interests and goals were noted to determine his employment potential.

EMPLOYABILITY PLAN

Once the applicant's interest was determined, an employability plan was agreed upon. The plan included the goal of the applicant and the steps necessary to attain that goal. During the face to face interview the applicant explained that he had worked as a helper with a friend who is an electrician. The applicant had no prior vocational training in this occupation but was interested because the pay is good. At this point, the applicant was scheduled for the Specific Aptitude Test Battery (SATB) to determine if he had the ability to successfully complete an apprenticeship program with an electrician's union.

REFERRAL TO TRAINING

In addition to apprenticeship training, the interviewer had the option to refer the applicant to the appropriate Service Delivery Area (SDA) for training. The applicant was informed of the Job Service's relationship with the Private Industry Council (PIC)/Service Delivery area. In local Job Service offices arrangements are in place which enable the Job Service to refer applicants to the SDA for training.

JOB MATCHING

For job ready applicants, the computerized Job Matching process is used to match applicants with job openings according to their interests and qualifications. Suitable openings were not available for this applicant; therefore, the interviewer began job development for the applicant.

JOB DEVELOPMENT

Using closed order files, newspapers and the yellow pages, the interviewer identified potential employers to contact to search out job opportunities for the applicant.

The interviewer made contact with a potential employer, encouraged the employer to see the applicant and an interview date was set. A day or two after the interview the Job Service interviewer contacted the employer and found out that the interview went well, the employer was impressed and the applicant was hired.

TAX CREDIT

Additionally, the initial assessment of the applicant revealed that he was Targeted Jobs Tax Credit (TJTC) eligible. As a result, the employer was advised that by hiring this applicant he qualified for a tax credit. The tax credit served as an incentive.

EMPLOYER SERVICES

The Job Service, through its statewide network of local offices, is the largest public employment agency in Maryland. It offers employers a full range of personnel recruitment services.

Placement	"When workers are needed, call the Job Service." Employment specialists screen and refer qualified candidates for consideration. Employers make the final selection. The Job Service can also assist in writing job descriptions and in preparing job orders. This saves employers valuable time and money in recruiting and interviewing.
Recruitment	Upon request, the Job Service conducts special recruitment for new and expanding businesses. A computerized network can provide exposure for job openings to candidates throughout the state and the nation advertising vacancies in over 2,000 Job Service offices. For convenience, the Job Service can provide office space to employers interviewing job candidates.
Testing	The Job Service has a variety of U. S. Employment Service validated tests and testing techniques to assist employers in selecting qualified individuals for specific jobs and training opportunities. The Job Service tests job candidates for specific skills and abilities and refers test selected workers to employers. Aptitude testing saves money by reducing training time, training costs, and turnover.
Bonding	The Federal Bonding Program has helped many employers unable to hire or promote otherwise qualified individuals because they could not be bonded through regular commercial channels. The program provides fidelity bonding for qualified workers in permanent, full-time jobs when the inability to obtain bonding is the only barrier to employment.
Targeted Jobs Tax Credit	The Targeted Jobs Tax Credit (TJTC) provides employers with a significant wage subsidy if they hire workers who meet certain eligibility standards. In general, eligible workers are low income individuals, particularly youth and handicapped persons. To receive the credit, an employer must hire workers previously determined eligible for the program or request an eligibility determination for a worker NO LATER THAN AN EMPLOYEE'S FIRST DAY OF WORK. Workers found eligible will have a form, called a tax credit voucher, which they will give to an employer when a job is offered. The employers complete (name, address, signature) and mail the forms to the Job Service. Tax credits mailed by the Job Service are employers' proof they are eligible to claim federal tax credit on workers wages.
Labor Market Information	The Job Service is knowledgeable about employment conditions throughout the state. The Research and Analysis Division analyzes data on Maryland's labor markets. Their analyses include: occupational supply and demand forecasts, the unemployment and employment rates for the state and its subdivisions, wage and salary surveys, and Affirmative Action data by Maryland subdivision. This information is free and can help employers plan business strategies.

A SPECIFIC EXAMPLE OF EMPLOYER SERVICES

Employer Profile: A retail clothing store chain is opening two stores in the area, one in Baltimore City and the other in Glen Burnie. The stores are scheduled to open in 30 days. The store manager is approached by an Employer Services Representative (ESR) who has observed construction workers in the store. During the conversation with the manager the ESR is informed that 20 people would be employed at each store as cashiers, stock clerks, and salespersons.

PERSONNEL RECRUITMENT

The ESR explained to the employer how the Job Service could help meet his company's immediate needs as an expanding business. The store manager was advised that the Job Service could save him time and money if he listed his job orders in the Job Bank. By using the Job Bank the employer would not need to purchase classified advertising and the time required for him to screen hundreds of applications could be eliminated.

The employer was advised that there are several ways that the Job Service could conduct mass recruitment for him. The Job Service could pre-screen all applicants at the employer's site and then refer to him only the best qualified workers. From an extensive labor pool, the Job Service could send applicants to the employer's worksite or the employer could place a block ad in the newspapers to direct job seekers to the Job Service offices for screening and referral to the employer.

TESTING

The store manager also was advised that national studies indicate that test-selected workers are more productive than "non-tested" workers. He was informed that the Job Service has a staff trained to administer a variety of United States Employment Service validated tests. These tests measure aptitude and skill levels for over 450 occupations.

These tests are validated to ensure fairness to minorities and to conform to Federal Equal Employment Opportunity Guidelines. The tests are intended to help the employer hire the best candidate and are not tools for discriminating against any minority or special group. All tests also have been validated to avoid cultural bias.

The ESR explained that through testing the employer would benefit in the following manner:

- Increased productivity
- Objective data to use for hiring decisions
- A measure of job proficiency

ENTERPRISE ZONE TAX CREDIT

During the interview with the store manager, it was determined that the Glen Burnie store is located in an Enterprise Zone and therefore is eligible for special financial incentives. These incentives include tax credits for hiring new employees, tax credits for property tax assessment increases, and access to State Venture Capital Funds. As part of the screening process, the employer's eligibility for tax credits would be determined by the Job Service staff.

The manager was impressed with the ESR's presentation and agreed to allow the Job Service to handle his employment needs through mass recruitment.

EMPLOYER FOLLOW-UP

The ESR will be on-site during the mass recruitment efforts. He will act as the liaison between the employer and the local Job Service office. The ESR will ensure that the recruitment runs smoothly and that recruitment results are given to the local office. The ESR will maintain periodic contact with the employer to ensure his satisfaction with the Job Service and to ascertain any additional personnel needs.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
JOB SERVICE
SPECIALIZED PROGRAM DESCRIPTIONS
(July 1, 1985 - June 30, 1986)

ALIEN LABOR CERTIFICATION PROGRAM

Through this program, the Maryland Job Service plays a vital role in guaranteeing that alien workers are not employed before American workers of equal talents are considered for a job. Employers interested in hiring alien workers must first process job orders through the Job Service. If no suitable applicants are available, employers are given permission by the U. S. Department of Labor to employ aliens.

Total Applications For Certification

1,953

EMPLOYER HOT LINE

This is a toll free telephone number (1-800-422-JOBS) that Maryland employers may use to place job orders with the Department of Employment and Training's Job Service.

Total Job Orders Received

5,020*

EMPLOYER SERVICES PROGRAM

Throughout Maryland, the Job Service maintains a team of professional account executives. These individuals are assigned the responsibility of servicing the employment needs of employers. The account executives visit area employers in an effort to develop jobs and write job orders for the state's labor exchange system. These individuals are a vital link in meeting the needs of the employer community and placing qualified applicants in jobs.

Total Job Orders Received

29,646

JOB SEARCH AND RELOCATION ASSISTANCE PROGRAM

The goal of this program is to assist unemployed workers in looking for and accepting employment outside of the immediate commuting area of their home. After job interviews have been arranged, if unemployed workers need financial assistance to reach an interview site, they may receive it in an amount not to exceed program guidelines. If hired at the new location, relocation assistance payments may be reimbursed to unemployed workers for moving costs. Job search and relocation assistance funds are available through the Job Training Partnership Act and the Work Incentive Program.

Total Assistance Payments

$3,573

NATIONAL JOB BANK

This program gives Maryland employers the opportunity to circulate job openings nationwide. A job opening placed at any Job Service office may be listed from coast to coast. Applicants are referred to these openings by having their resumes forwarded to the office which initially listed the opening.

Total Job Orders Received

106

*Estimated

OCCUPATIONAL TESTING PROGRAM

A primary task for the state's employment and training work is applicant assessment. An important element of this task is occupational aptitude testing. The Maryland Job Service maintains a full battery of general and specific aptitude tests. They have been nationally certified as non-discriminatory and are accessible for use by employers and applicants alike. In addition, proficiency and achievement tests are given to identify clerical skills, reading, and math development levels.

Total Tests Administered

9,773

POSITIVE RECRUITMENT

This service entails specialized, on-site screening of people for jobs that employers wish to fill as quickly as possible. This service allows the Job Service to actually function as a direct outreach facility for any employer's personnel effort.

Total Positive Recruitment Efforts

494*

ENTERPRISE ZONE TAX CREDIT PROGRAM

Enterprise Zones are precisely defined geographic areas designated by the state. This program is similar to the Targeted Jobs Tax Credit (TJTC) Program and, in fact, complements the TJTC Program in the vouchering of qualified disadvantaged job seekers for potential employment. The State Enterprise Zone Tax Credit is based on a credit up to specified flat rates over a three year period of employment in addition to TJTC.

Total:

Individuals Vouchered	366**
Placements	194**

HANDICAPPED SERVICES

Each Maryland Job Service local office has at least one employee assigned to administer to the training and employment needs of handicapped applicants. These service personnel work in close cooperation with local Vocational Rehabilitation offices.

Total:

Applications	5,842
Placement Transactions	2,007
Referrals to Supportive Services	1,651
Enrollments in Training	271

VETERAN SERVICES

Job Service is the delivery agent for the federally funded veterans employment and training programs. All veterans receive preference over non-veteran job seekers in services provided by local Job Service offices. Each office is staffed with at least one specialist who works exclusively with veterans. The Local Veterans Employment Representatives (LVERs) provide peer counseling for veterans and assist them in making decisions concerning employment and training. The Disabled Veterans Outreach Program Specialists (DVOPs) perform outreach services for all veterans, but primarily for disabled veterans who may require special assistance.

Total:

Applications	21,397
Placements	5,810
Referrals to Supportive Services	6,559
Enrollments in Training	368

MIGRANT AND SEASONAL FARMWORKERS PROGRAM

Under this program, the Maryland Job Service distributes interstate clearance orders to recruit workers, conducts outreach, lists agricultural job opportunities, and performs inspections of migrant housing. The goals are to supply each farmworker with the full array of employment and training services, to ensure that U.S. farmworkers are employed before alien workers and to make sure that minimum housing standards are met by agricultural employers.

Total:

Outreach Contacts	973
Applications	327
Placement Transactions	230
Housing Inspections	17

*Estimated

**TJTC expired as a program on December 31, 1985 and was not re-authorized until October, 1986.

TARGETED JOBS TAX CREDIT PROGRAM

This program vouchers qualified disadvantaged job seekers for potential employment. Businesses which hire certified applicants receive a federal tax credit based on the amount of wages paid to individuals during an initial period of employment.

	Total:
Individuals Vouchered	17,350**
Placements	7,267**

WORK INCENTIVE PROGRAM

The objective of the Work Incentive (WIN) Program is to assist individuals who are applicants for, or recipients of, Aid to Families with Dependent Children (AFDC) in obtaining unsubsidized employment and becoming economically self-sufficient. The Department of Employment and Training provides WIN employment and training services to AFDC mandatory and voluntary clients referred from the Department of Social Services. The program provides registrants with job placement services, job finding clubs, work experience, on-the-job training, skills training, and support services.

	Total:
Registrations	17,829
Entered Employment Transactions	4,274
Placement Transactions	2,076
Enrollment in Training	2,793

**TJTC expired as a program on December 31, 1985 and was not re-authorized until October, 1986.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
JOB TRAINING AND PLACEMENT ADMINISTRATION
EMPLOYMENT PLACEMENT DATA
July 1, 1985 - June 30, 1986

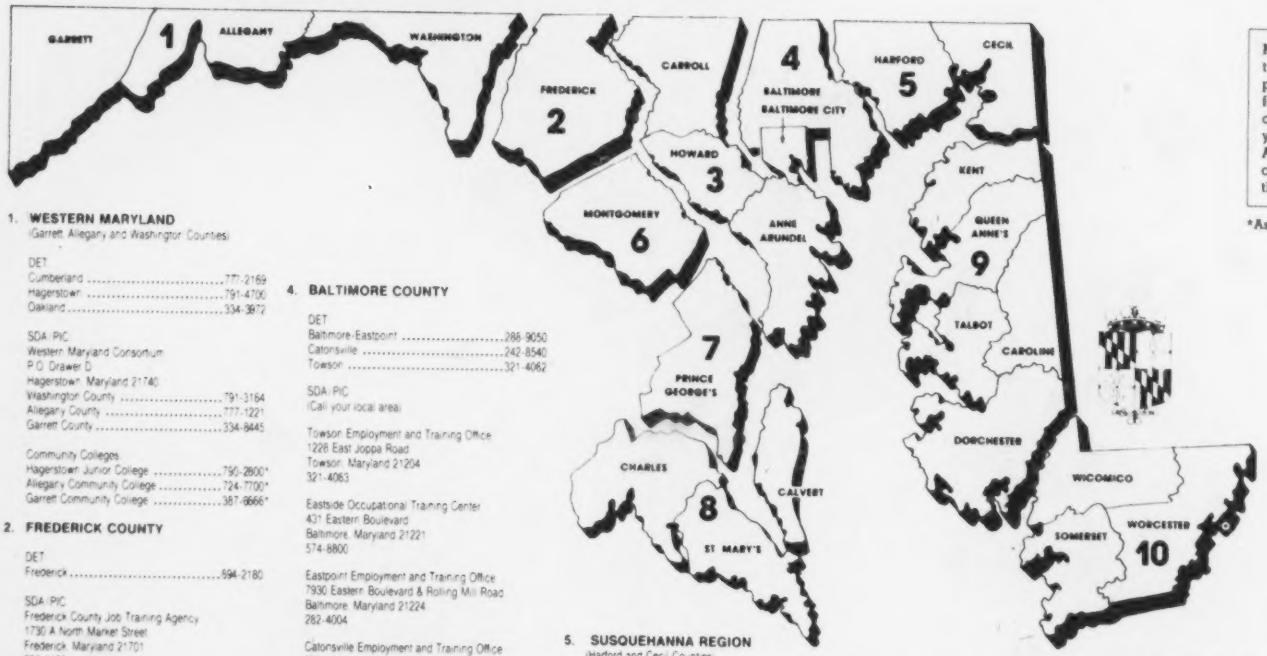
Program	Total Cost	Total Placements	Cost Per Placement
Job Service	$13,391,363	38,612	$346
Veterans Programs[1]	$1,761,661	5,810	$303
Targeted Jobs Tax Credit[1]	$362,848	4,655[2]	$77
Work Incentive Program[1]	$4,673,602	1,863	$2508
Average (All programs)	$20,189,474	50,940	$396

[1] The total cost for these programs is estimated.
[2] Total placements include individuals who were vouchered and obtained employment through the Job Service and all other cooperating agencies. This figure does not include 2,612 persons placed by the Job Service using TJTCs who are counted among 38,612 Job Service placements.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING
TOTAL VETERAN SERVICES ACTIVITIES
July 1, 1985 - June 30, 1986

	New Applications and Renewals	Individuals Counseled	Individuals Tested	Individuals Enrolled In Training	Individuals Placed In Training
	Total	Total	Total	Total	Total
State	21,397	1,077	861	368	5,810
Allegany	690	154	28	0	163
Anne Arundel	1,953	47	92	28	484
Baltimore City	5,366	214	297	102	1,165
Baltimore County	2,514	118	38	79	602
Calvert	156	5	1	0	47
Caroline	123	0	13	1	45
Carroll	541	30	5	6	85
Cecil	644	48	16	11	207
Charles	602	17	0	4	55
Dorchester	160	3	3	1	71
Frederick	724	23	2	20	200
Garrett	164	10	0	7	36
Harford	1,237	35	100	20	339
Howard	351	6	2	2	54
Kent & Queen Anne's	260	6	8	3	86
Montgomery	1,799	67	21	5	408
Prince George's	2,681	71	45	8	782
Somerset	219	13	1	5	60
St. Mary's	270	52	2	31	106
Talbot	415	2	54	4	177
Washington	902	123	36	19	247
Wicomico	964	7	106	44	284
Worcester	372	30	2	5	222

Offices in Maryland Offering
JOB TRAINING AND PLACEMENT SERVICES



Maryland has been divided into these 10 regions to make job training and placement service offices as convenient as possible. Locate those nearest to where you live. Remember, for information about actual jobs available, contact the DET office; for information about training programs and whether you qualify for them, call the office under the Service Delivery Area (SDA)/Private Industry Council (PIC) heading; for career counseling and information about other training programs, call the community college.

*Ask to speak to the Career Counseling Office at the Community College.

1. WESTERN MARYLAND
(Garrett, Allegany and Washington Counties)

DET
Cumberland 777-2169
Hagerstown 791-4700
Oakland 334-3972

SDA/PIC
Western Maryland Consortium
P.O. Drawer D
Hagerstown, Maryland 21740
Washington County 791-3164
Allegany County 777-1221
Garrett County 334-8445

Community Colleges
Hagerstown Junior College 790-2800*
Allegany Community College 724-7700*
Garrett Community College 387-6666*

2. FREDERICK COUNTY

DET
Frederick 694-2180

SDA/PIC
Frederick County Job Training Agency
1730 A North Market Street
Frederick, Maryland 21701
694-1165

Community College
Frederick Community College 694-5240*

3. BALTIMORE METROPOLITAN
(Carroll, Anne Arundel, Howard Counties and Baltimore City)

DET
Annapolis 269-3941
Baltimore-Downtown 333-5187
Baltimore-Northwest 358-6682
Westminster 876-2240
Ellicott City 992-2183
Glen Burnie 787-2330

SDA/PIC
Neighborhood Progress Administration
222 East Saratoga Street
Baltimore, Maryland 21202
396-4100

Community Colleges
Carroll County Branch Campus 876-3880*
Anne Arundel Community College 647-7100*
Howard Community College 992-4800*
Community College of Baltimore
Harbor Campus 396-0470*
Liberty Campus 396-0470*

4. BALTIMORE COUNTY

DET
Baltimore-Eastpoint 288-9050
Catonsville 242-8540
Towson 321-4062

SDA/PIC
(Call your local area)

Towson Employment and Training Office
1228 East Joppa Road
Towson, Maryland 21204
321-4063

Eastside Occupational Training Center
431 Eastern Boulevard
Baltimore, Maryland 21221
574-8800

Eastpoint Employment and Training Office
7930 Eastern Boulevard & Rolling Mill Road
Baltimore, Maryland 21224
282-4004

Catonsville Employment and Training Office
5200 Westland Boulevard
Baltimore, Maryland 21227
242-8540

Catonsville Occupational Training Center
Technical Services Building
Catonsville Community College Campus
800 South Rolling Road
Baltimore, Maryland 21228
455-4234

Owings Mills Employment and Training Office
Garrison Forrest Shopping Center
Mini Library
Owings Mills, Maryland 21117
363-2370

Dundalk Employment and Training Office
10 Dunmanway
Baltimore, Maryland 21222
282-1684

Green Lights
23 West Susquehanna Avenue
Towson, Maryland 21204
494-4393

Community Colleges
Catonsville Community College 455-6050*
Dundalk Community College 282-6700*
Essex Community College 682-6000*

5. SUSQUEHANNA REGION
(Harford and Cecil Counties)

DET
Bel Air 836-4602
Elkton 398-3810

SDA/PIC
Private Industry Council
310 Green Street - P.O. Box 611
Havre de Grace, Maryland 21078
939-4240

Community Colleges
Cecil Community College 287-6060*
Harford Community College 836-4000*

6. MONTGOMERY COUNTY

DET
Wheaton 949-5300

SDA/PIC
Montgomery Community College/JTPA
900 Hungerford Drive
Room 210
Rockville, Maryland 20850
279-2046

Community College
Montgomery College at Rockville 279-5000*
Takoma Park 587-4090*
Germantown 972-2000*

7. PRINCE GEORGE'S COUNTY

DET
College Park 441-2173

SDA/PIC
Private Industry Council
311 68th Place
Seat Pleasant, Maryland 20743
350-9760

Community College
Prince George's Community College 336-6000*

8. SOUTHERN MARYLAND
(Charles, Calvert and St. Mary's Counties)

DET
Leonardtown 475-8300
Prince Frederick 535-1556
Waldorf 645-8710

SDA/PIC
(Call your local area)

St. Mary's County Job Service/JTPA
P.O. Box 440
Leonardtown, Maryland 20650
475-5597

Charles County Job Service/JTPA
P.O. Box 9
Waldorf, Maryland 20601
645-8720

Calvert County Job Service/JTPA
P.O. Box 508
Prince Frederick, Maryland 20678
535-3042

Community Colleges
Charles County Community College 934-2251*
Calvert Branch 535-5455*
St. Mary's Branch 863-6681*

9. UPPER SHORE
(Kent, Queen Anne's, Talbot, Caroline and Dorchester Counties)

DET
Cambridge 228-0700
Chestertown 778-3525
Denton 479-1160
Easton 822-3030

SDA/PIC
Upper Shore Private Industry Council
P.O. Box 8
Wye Mills, Maryland 21679
822-1716

From Talbot & Caroline Counties 822-5400
From Queen Anne's & Kent Counties 758-1537

Community Colleges
Chesapeake College
At Wye Mills
From Talbot and Caroline Counties 822-5400
From Queen Anne's and Kent Counties 758-1537
At Glasgow Center 228-5754*
Glasgow Street
Cambridge, Maryland 21613
From Trappe 476-3016*

10. LOWER SHORE
(Wicomico, Worcester and Somerset Counties)

DET
Ocean City 289-6177
Salisbury 543-6657
Snow Hill 632-1886
Crisfield 968-0440
Princess Anne 651-0801

SDA/PIC
(Call your local area)

Private Industry Council
P.O. Box 99, 428 West Market Street
Snow Hill, Maryland 21863
632-3300

Somerset County Job Service/JTPA
P.O. Box 471
Crisfield, Maryland 21817
968-0440

Princess Anne SDA/PIC
128 Beechwood Street
Princess Anne, Maryland 21853
651-0801

Wicomico County Job Service/JTPA
P.O. Box 2337
Salisbury, Maryland 21801
543-6657

Worcester County Job Service/JTPA
P.O. Box 289
Snow Hill, Maryland 21863
632-1586

Community College
Wor-Wic Community College 749-8181*

Job Training Partnership Act Programs

The Job Training Partnership Act provides funds for operating employment and training services for disadvantaged persons and dislocated workers. The Maryland Department of Employment and Training distributes these funds to Service Delivery Areas (SDAs), which are responsible for operating job training and placement services for their region. Local governments and private industry councils comprise an SDA and there are ten SDAs in Maryland. The success of employment and training programs in the State has been built through the cooperation of State government and the SDAs. Their efforts have meant employment and training opportunities for many Marylanders.

Each SDA works with its private industry council (PIC) to develop employment and training programs which meet the needs of its region. Through this arrangement such services as pre-employment training, basic education, and skills training are available throughout the State. The largest segment of JTPA funds focus on training for the economically disadvantaged especially welfare recipients.

The Job Training Partnership Act also includes services to Dislocated Workers. This effort brings together the Department of Employment and Training and local Service Delivery Areas to help employers facing layoff situations by assisting workers in obtaining new jobs. Services frequently include job search assistance, counseling and retraining when needed. Approximately 70% of the Dislocated Workers served during the year ending June 30, 1986 entered employment through the program.

In addition to the two major program groups (the disadvantaged and the dislocated worker), programs are also operated for Older Workers, Veterans and Youth.

Programs for Older Workers, such as home repair and respite care training, are operated by the Service Delivery Areas in cooperation with the State Office on Aging. JTPA Veterans programs operate in concert with Veterans programs as well as with other training and employment programs in the local areas. Special funds are set aside for the youth programs in conjunction with the educational system as well as through summer employment programs for disadvantaged youth.

JTPA programs encourage cooperation in employment and training programs among the major public and private entities in a community. For example, the success of the Grumann Aerospace Training program required the joint efforts of the Grumann Aerospace Cooperation, Wor-Wic Technical Community College, the Maryland Departments of Employment and Training and Economic and Community Development, and the Lower Shore Private Industry Council. This exemplary program brought together all the necessary ingredients for a successful training program: a private sector employer, an educational agency, the local business community, and the State's economic and job training departments. The result of this cooperative effort was that Grumann Aerospace hired 80 percent of the program's participants.

Job Training Partnership Act

PARTICIPANTS WITHIN THE SERVICE DELIVERY AREA SYSTEM

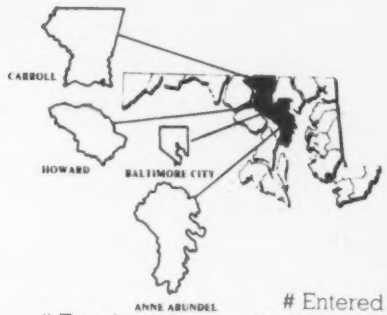
AS OF JANUARY 22, 1987

SERVICE DELIVERY AREA	COUNTIES INCL.	CHIEF ELECTED OFFICIAL	PRIVATE INDUSTRY COUNCIL CHAIR	CHIEF ADMINISTRATIVE OFFICER
Baltimore Metropolitan Manpower Consortium	Baltimore City Anne Arundel Howard Carroll	Clarence "Du" Burnes James Lighthizer Elizabeth Bobo John Armacost	Bill Struevers	Marion Pines
Baltimore County	Baltimore	Dennis Rasmussen	Paul Causey	Robert Hannon
Prince George's County	Prince George's	Parris N. Glendening	Henry Hailstock	Joseph Puhalla
Western Maryland Consortium	Washington Allegany Garrett	Ronald Bowers Arthur Bond Ernest Gregg	Janna Naylor	Peter Thomas
Montgomery County	Montgomery	Sidney Kramer	Jean Ross	Ray Snowden
Susquehanna Region	Harford Cecil	Habern Freeman Clifton Buckworth	Donald Thomey	Diane Ford
Lower Shore	Wicomico Worcester Somerset	Henry S. Parker K. Bennett Bozman Phillip Gerald	William Greenwood	Odetta Perdue
Upper Shore	Kent Queen Anne's Caroline Talbot Dorchester	Alexander Rasin, III Wheeler Baker Lee James Herbert Andrew, III Calvin Travers	Ryland Lee Willis	Gerald Bilderback
Southern Maryland	Charles St. Mary's Calvert	Thomas Middleton Joseph O'Dell John Gott	Michael Moore	Christopher Bell
Frederick County	Frederick	J. Anita Stup	Walter J. VanBrunt	Marie Keegin

Service Delivery Area Highlights

Baltimore Metropolitan Manpower Consortium

(Baltimore City and Anne Arundel, Carroll and Howard Counties)



Mrs. Marion Pines, Commissioner
Neighborhood Progress Administration
222 East Saratoga Street, Room 310
Baltimore, Maryland 21201
(301) 396-3232

State Fiscal Year 1986

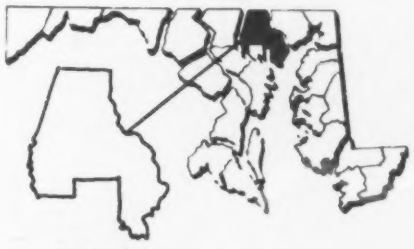
	# Served	# Terminated	# Entered Employment
Economically disadvantaged youth and adults	8,968	7,341	5,428
Dislocated workers	836	750	673

In addition, the Summer Youth Employment and Training Program served 4,899 economically disadvantaged youth during the summer months.

This Service Delivery Area received additional funding as a result of meeting its performance standards.

During State Fiscal Year 1986, the Consortium served more than 10,000 area residents. Recognizing that individuals vary in their interests and aptitudes, as well as their degree of readiness to enter the job market, the Consortium operated a variety of programs and offered many services designed to meet specific employability needs. Strategies, such as remediation, work skills, job search, occupational skills, on-the-job training, and counseling and assessment, were responsive to both the specific population and the labor market activity of each jurisdiction.

Baltimore County Service Delivery Area



Mr. Robert Hannon, Director
Baltimore County Occupational Training Administration
23 West Susquehanna Avenue
Lower Level
Towson, Maryland 21204
(301) 494-2008

State Fiscal Year 1986

	# Served	# Terminated	# Entered Employment
Economically disadvantaged youth and adults	1,828	1,295	773
Dislocated workers	537	373	296

In addition, the Summer Youth Employment and Training Program served 1,531 economically disadvantaged youth during the summer months.

This Service Delivery Area received additional funding as a result of meeting its performance standards.

In response to the major layoffs at the Bethlehem Steel Corporation's Sparrows Point Plant, the Baltimore County Service Delivery Area administered, through a cooperative effort with the Department of Employment and Training, Baltimore County, Bethlehem Steel Corporation and the United Steelworkers of America, the Bethlehem Steel/United Steelworkers Dislocated Worker Assistance Center Project. The mission of this public-private partnership is to provide targeted employment and training services to laid-off Bethelehem Steel and its subsidiary employees engaged in employment related to the production of steel over the last five years at the Sparrows Point plant. Services that are available through the assistance center are employment and transition counseling, assessment, relocation assistance, job clubs, retraining, labor market information, supportive services and remedial education. This project utilizes Secretary of Labor Title III Discretionary funds along with State and local Title III funding in addition to the company contribution.

Frederick County Job Training Agency

Ms. Marie Keegin, Director
Frederick County Job Training Agency
1730-A North Market Street
Frederick, Maryland 21701
(301) 694-1165

State Fiscal Year 1986

	# Served	# Terminated	# Entered Employment
Economically disadvantaged youth and adults	498	302	175
Dislocated workers	47	21	16

In addition, the Summer Youth Employment and Training Program served 150 economically disadvantaged youth during the summer months.

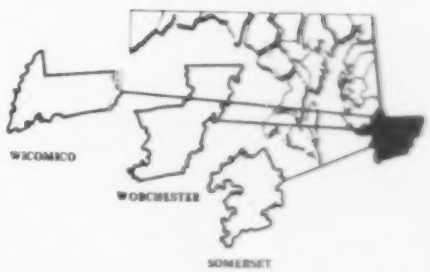
This Service Delivery Area received additional funding as a result of meeting its performance standards.

In addition to the traditional types of Job Training programs funded under JTPA Title II-A and Title III, the Frederick County Job Training Agency was selected as a pilot site for the Management Development Center, Inc. (MDC) sponsored AFDC Teen Parent Program. This program is designed to break the cycle of welfare dependency by providing employability skills, life skills and special support to teenage members of AFDC families with special emphasis on teen parents.

Lower Shore Service Delivery Area

(Somerset, Wicomico and Worcester Counties)

Mrs. Odetta Perdue, Executive Director
Lower Shore Private Industry Council, Inc.
428 W. Market Street
Post Office Box 99
Snow Hill, Maryland 21863
(301) 632-3300



State Fiscal Year 1986

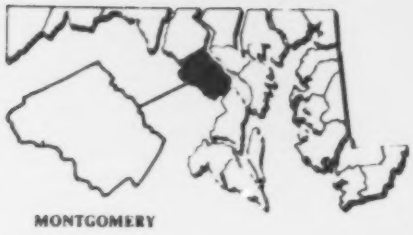
	# Served	# Terminated	# Entered Employment
Economically disadvantaged youth and adults	1,204	858	415
Dislocated workers	22	18	16

In addition, the Summer Youth Employment and Training Program served 387 economically disadvantaged youth during the summer months.

This Service Delivery Area received additional funding as a result of meeting its performance standards.

During State Fiscal Year 1986, one of the Lower Shore Service Delivery Area's Summer Youth Employment and Training Programs received a United States of America Presidential Award for excellence in the area of jointly operated remedial/literacy training and work experience. The program was the University of Maryland Eastern Shore Upward Bound program. The Lower Shore Service Delivery Area also funded a training program with a special orientation to serving economically disadvantaged persons who were also emotionally and physically disabled, Aid to Families with Dependent Children (AFDC) welfare clients, and in and out-of-school youth ages 14 to 21.

Montgomery County Service Delivery Area



Mr. Raymond Snowden, Director
JTPA Unit
Montgomery College Administrative Center
900 Hungerford Drive, Suite 210
Rockville, Maryland 20850
(301) 279-2046

State Fiscal Year 1986

	# Served	# Terminated	# Entered Employment
Economically Disadvantaged youth and adults	199	121	83
Dislocated Workers	27	14	5

In addition, the Summer Youth Employment and Training Program served 540 economically disadvantaged youth during the summer months.

This Service Delivery Area received additional funding as a result of meeting its performance standards.

The Montgomery County Service Delivery Area administered the Edison Project (a four-week career sampling orientation program for youth 14-21 years of age conducted in the Edison Vocational Technical High School). The Montgomery County Private Industry Council, in coordination with the Public Schools' Department of Special Education and Related Services, provided four weeks of career sampling orientation to level four and five emotionally and physically disabled clients. This project provided hands on experience in four occupational areas (business, building services/ground maintenance, auto mechanics and food services).

Prince George's County Service Delivery Area

Mr. Joseph Puhalla, President
Prince George's Private Industry Council
311 68th Place
Seat Pleasant, Maryland 20743
(301) 350-9760

State Fiscal Year 1986

	# Served	# Terminated	# Entered Employment
Economically disadvantaged youth and adults	1,355	881	639
Dislocated workers	56	36	29

In addition, the Summer Youth Employment and Training Program served 1,207 economically disadvantaged youth during the summer months.

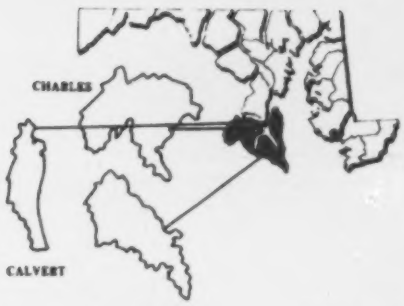
This Service Delivery Area received additional funding as a result of meeting its performance standards.

The Board of Directors and staff of the Prince George's Private Industry Council are committed to offering training programs which lead to permanent career-oriented employment. An outstanding example of such a program is the one administered by Georgetown University Hospital, which provides training in electrodiagnostic technology. In State Fiscal Year 1986, five participants were enrolled in this program. Three of these participants were single parent heads-of-household receiving public assistance. Eighty percent successfully completed the training and are employed today as EEG technicians in the Washington Metro area. The lowest entry salary received by those who completed the program was $16,500 a year.

Southern Maryland Service Delivery Area

(Calvert, Charles and St. Mary's Counties)

Dr. Chris Bell, Executive Director
Southern Maryland Private Industry Council
Charles County Community College
Box 910, Mitchell Road
La Plata, Maryland 20646
(301) 934-2251



State Fiscal Year 1986

	# Served	# Terminated	# Entered Employment
Economically disadvantaged youth and adults	963	616	344
Dislocated workers	38	27	21

In addition, the Summer Youth Employment and Training Program served 428 economically disadvantaged youth during the summer months.

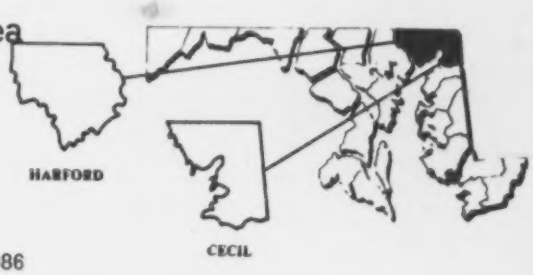
This Service Delivery Area received additional funding as a result of meeting its performance standards.

A committee comprised of representatives of the three Boards of Education and JTPA personnel was formed to coordinate the 8% program in order to ensure a meaningful linkage between education and employment. This committee has grown both in membership and scope and is now a vehicle to facilitate information sharing among agencies that provide services to disadvantaged youth. The committee now consists of over 16 organizations and has established an agenda which includes the development of a service provider's resource guide to be used in a referral and information system to those clients who need assistance. This referral system is called the Information Referral and Intake Service (IRIS).

Susquehanna Region Service Delivery Area

(Cecil and Harford Counties)

Ms. Diane Ford, Executive Director
Susquehanna Region Private Industry Council
310 Green Street
Havre de Grace, Maryland 21078
(301) 575-7248



State Fiscal Year 1986

	# Served	# Terminated	# Entered Employment
Economically disadvantaged youth and adults	975	672	394
Dislocated workers	78	49	42

In addition, the Summer Youth Employment and Training Program served 409 economically disadvantaged youth during the summer months.

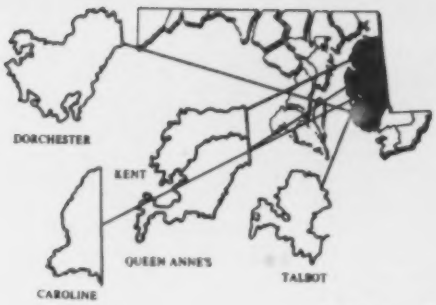
This Service Delivery Area received additional funding as a result of meeting its performance standards.

In order to attract new industry and relocating businesses to the Susquehanna region, a marketing theme, "The Peake of the Chesapeake," was developed. "The Peake of the Chesapeake" focuses attention on the area's specific geographic location and fosters a consistent and growing awareness of the area. Attributes of the locale which are emphasized include the quality of life, direct transportation access, proximity to Baltimore, Wilmington and Philadelphia, favorable labor climate, and low energy and property costs.

Upper Shore Service Delivery Area

(Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties)

Mr. Gerald W. Bilderback
Executive Director
Upper Shore Private Industry Council
Post Office Box 8
Wye Mills, Maryland 21679
(301) 822-1716



State Fiscal Year 1986

	# Served	# Terminated	# Entered Employment
Economically disadvantaged youth and adults	903	737	346
Dislocated workers	48	33	24

In addition, the Summer Youth Employment and Training Program served 348 economically disadvantaged youth during the summer months.

This Service Delivery Area received additional funding as a result of meeting its performance standards.

The Upper Shore Service Delivery Area provided funds to all five county school systems for the operation of in-school youth remediation programs designed to keep the youth in school and permit them to compete academically through graduation. The primary tool used in these programs was the Computer Competency Program (CCP). In addition, the Upper Shore Service Delivery Area has initiated a High School Dropout Program designed to identify high school dropouts in the area, contact them and encourage them to return to school, and provide training assistance or referral to those interested in completing their high school diploma requirements.

Western Maryland Consortium

(Washington, Allegany and Garrett Counties)

Mr. Peter P. Thomas, Executive Director
Western Maryland Consortium
Administrative Office
Post Office Drawer D
33 Washington Avenue
Hagerstown, Maryland 21741
(301) 791-3076

State Fiscal Year 1986

	# Served	# Terminated	# Entered Employment
Economically disadvantaged youth and adults	1,458	1,096	636
Dislocated workers	246	201	130

In addition, the Summer Youth Employment and Training Program served 941 economically disadvantaged youth during the summer months.

This Service Delivery Area received additional funding as a result of meeting its performance standards.

The Western Maryland Consortium provides a continuum of services that range from remedial education to skill training in technical occupations. Participants usually are "plugged" into service activities based on individual need as assessed by vocational counselors.

In addition to training and educational services, clients are provided with assessment, skill aptitude testing and on-going counseling services. These services provide the necessary support while helping to assure the appropriateness of services to each individual.

Maryland Department of Employment and Training
Job Training Partnership Act
SUMMARY CHART - ALLOCATION OF FUNDS
JULY 1, 1986 - JUNE 30, 1987

SERVICE DELIVERY AREAS	TITLE IIA BASIC GRANTS	TITLE IIA EDUCATION COORDINATION	TITLE IIA OLDER WORKER TRAINING	TITLE IIB SUMMER YOUTH TRAINING	TITLE III DISLOCATED WORKERS[1]	JTPA GRANT TOTALS	STATE ALLOWANCE PROGRAM[2]
BALTO METRO SDA	6,872,472	140,975	216,567	5,933,318	209,094	13,372,426	832,410
BALTO CO SDA	2,671,570	54,801	42,368	1,512,998	102,304	4,384,041	326,058
FREDERICK CO SDA	241,036	4,944	11,822	211,791	9,891	479,484	29,496
LOWER SHORE SDA	949,093	19,469	22,883	478,651	25,800	1,495,896	114,594
MONTGOMERY CO SDA	392,004	8,041	22,551	666,310	34,822	1,123,728	50,172
PRINCE GEORGE'S CO SDA	1,209,598	24,812	31,216	1,309,744	48,648	2,624,018	147,902
SOUTHERN MARYLAND SDA	283,433	5,814	18,303	491,054	14,406	813,010	35,010
SUSQUEHANNA REGION SDA	1,060,903	21,762	16,176	572,319	24,760	1,695,920	127,616
UPPER SHORE SDA	704,698	14,455	25,911	379,104	17,724	1,141,892	84,918
WESTERN MARYLAND SDA	1,914,811	39,278	38,874	1,096,047	48,804	3,137,814	230,816
DEPT OF EDUCATION	0	1,213,695	0	0	0	1,213,695	0
OFFICE ON AGING	0	0	148,891	0	0	148,891	0
DET ADMIN/STATE PROGRAMS	0	123,710	31,345	0	178,751	333,806	21,008
VETERAN'S IV-C[3]						143,000	
6% INCENTIVE/TECH ASST[4]						188,073	
TOTALS	16,299,618	1,671,756	626,907	12,651,336	715,004	32,295,694	2,000,000

[1] TITLE III FUNDS - ALLOCATIONS DO NOT INCLUDE ANY TITLE III DISCRETIONARY FUNDS FROM THE DEPARTMENT OF LABOR
[2] ALLOWANCE PROGRAM - A STATE FUNDED LIVING/DAY CARE ALLOWANCE
[3] TITLE IV-C - VETERAN'S SERVICES - FUNDS ARE USED FOR SPECIALIZED OR STATEWIDE PROJECTS
[4] TITLE II-A 6% FUNDS - SERVICE DELIVERY AREA (SDA) ALLOCATIONS ARE NOT DETERMINED UNTIL THE END OF THE PROGRAM YEAR ($1,065,744 IS AVAILABLE IN PROGRAM YEAR 1986 FOR INCENTIVE AWARDS TO THE SDAs - $188,073 IS AVAILABLE FOR TECHNICAL ASSISTANCE ACTIVITIES)

Titles of the Job Training Partnership Act

The Job Training Partnership Act has 5 Titles. Each title describes a different function of the act.

Title I:
Describes the system

Title II:
Training services for the disadvantaged

IIA:
Adult and Youth Programs

IIB:
Summer Youth Employment and Training Programs

Title III:
Training services for dislocated workers

Title IV:
Federally administered programs (not for administration at the State level)

Title V:
Miscellaneous changes to other laws that were affected by the creation of JTPA

Employment and training funds are provided primarily through Titles II and III. Limited funds are made available to the state through Title IV.

Title IIA - Training services for the Disadvantaged

Basic Grants to Service Delivery Areas (78% of II-A funds)

Under JTPA, states are required to distribute 78 percent of Title II-A funds directly to Service Delivery Areas (SDAs), based on a formula specified in the law. The purpose of these funds is to provide employment and training services for the economically disadvantaged. Although the state is responsible for overseeing the program, the actual decisions on the types of training and services being provided are made jointly by the area's Private Industry Council and local elected officials. The following program examples show how such funds are used to provide job search assistance, job counseling, remedial education and basic skills training, on the job training, and other related services.

Using Title II-A funds, the Baltimore Metropolitan Manpower Consortium's "Starters" program uses marketing (direct mail to employers, radio and print advertising), to place job candidates and to develop on-the-job training positions for job seekers. The "Harbor City Learning Center" works cooperatively with the Baltimore City Public School System to enroll high school dropouts and to give disadvantaged youth an opportunity to work at a job while earning a high school diploma. The program received a Presidential Award several years ago for its innovative approach and its success.The Frederick County Job Training agency operates the "Teen Model", a program designed to break the cycle of welfare dependency by teaching employability and life skills and by providing support to teenage recipients of Aid to Families with Dependent Children.

In addition to programs such as "Starters" and the "Teen Model", SDAs offer employment-specific training in a variety of areas. In Prince George's County, for example, the Private Industry Council's "Georgetown University Hospital EEG Technician Training" program is in its third successful year with graduates finding lucrative employment after training.

The Baltimore County Occupational Training Administration uses part of its Title IIA funds to operate occupational training centers which train participants in a variety of occupations in high demand such as printing, electronics, computers, and office skills.

Older Worker Training Program (3% of II-A funds)

Three percent of the funds received by the state under Title II-A of the JTPA are to be used solely for training economically disadvantaged persons at least 55 years of age. Based on recommendations of the Governor's Employment and Training Council, 75 percent of these funds are allocated among the Service Delivery Areas based on the percentage of the disadvantaged elderly population residing in each area. The state retains the remaining 25 percent for special demonstration programs which are developed in conjunction with the State Office on Aging.

The Susquehanna Region Private Industry Council supports a community based organization in Harford County known as "Open Doors" which offers a program entitled Seniors at Work. Through a combination of personal, educational, and employment-related assessment, older workers are assisted in defining their goals and obtaining employment. This successful approach blends Community resources, community college programs, and referral to needed SDA services.

The Upper and Lower Shore Service Delivery Areas provide employability assessment, job skill training, and placement services for older workers which include the referral of individuals to public and proprietary training facilities, on-the-job training, and job search workshops. Other operations in the area include a craft "store" which provides retail experience and computer skills as well as a commercial outlet for products made by older workers.

Programs in the Baltimore Metropolitan Manpower Consortium provide training in a variety of home/neighborhood-based opportunities such as Hair Care, Home Repair, Respite Care and Personal Care services. Programs are coordinated with other organizations such as hospitals or social service providers.

Maryland is the first state in the country to initiate the McMasters program. This program trains and employs older workers for food-service jobs with the McDonald's restaurants. Similar programs have since been initiated in Texas and Florida as well as with other employers in Maryland.

Education Coordination and Grants (8% of II-A funds)

The Job Training Partnership Act stipulates that eight percent of a state's Title II-A funds be set aside for state educational agencies to provide services and to coordinate educational training services statewide. In Maryland, these funds have been awarded to the Maryland State Department of Education and the Service Delivery Areas for use at the community colleges. Services to be offered in each local area will be determined by the Private Industry Councils and elected officials. There is a matching requirement for 80 percent of these funds: this requires that Federal funds be "matched" by a specified amount of non-Federal funds in supporting the delivery of the services.

The programs offered throughout Maryland focus on: preventing drop-outs, providing remedial programs, assessing skill levels, determining vocational needs, planning employment goals, working with at-risk youth, and in general, enhancing the employment competencies of youth.

In the Western Maryland area, the Career and Employability Enhancement program identifies students planning to seek employment immediately upon leaving school but lack those skills necessary for success. This program uses classroom instruction and counseling to enhance the student's completion of identified competencies, decrease the drop-out rate, identify career objectives, and increase employability and work maturity skills.

Incentive Awards/Technical Assistance (6% of II-A funds)

Six percent of Job Training Partnership Act Title II-A funds are distributed to the Service Delivery Areas which exceed five of their seven performance goals set by the U.S. Department of Labor for the previous program year. Other funds are allocated to provide technical assistance for SDAs which fail to meet their performance goals.

Maryland's ten Service Delivery Areas have met or exceeded at least five of the seven Performance Standards for the past two years. There are four standards for adult program goals and three standards for youth program goals.

1. Adult - Entered Employment Rate

   The number of adults who enter employment as a percentage of the number of adults terminated.

2. Adult - Cost Per Entered Employment

   The total expenditures on services for adults divided by the number of adults who entered employment.

3. Adult - Average Wage At Placement

   The average wage for adults who entered employment at the time of termination from the JTPA program.

4. Adult - Welfare Entered Employment Rate

   The number of adult welfare recipients who entered employment at termination as a percentage of the number of adult welfare recipients who were terminated from the program.

5. Youth - Entered Employment Rate

   The number of youth who entered employment at termination as a percentage of the number of youth terminated.

6. Youth - Positive Termination Rate

   The number of youth having a positive termination including entering employment and/or returning to school, as a percentage of the total number of youth terminated.

7. Youth Cost per Positive Termination

   The total expenditures on services for youth divided by the number of youth having a positive termination.

The success of each SDA in the Standards listed above is shown on the chart entitled "Comparison of SDA Performance with Performance Standards".

Title II-B: Summer Youth Employment and Training Programs

Title II-B of the JTPA provides a summer program for economically disadvantaged youth. DET passes these funds directly on to the SDAs according to a federal distribution formula. The local Private Industry Councils and elected officials may use the funds for summer jobs or other job training activities designed to prepare youth for employment.

The Maryland Youth Conservation Corps, under the auspices of the Maryland Department of Natural Resouces and in cooperation with several SDAs, uses JTPA Title II-B funds to provide summer employment for youth in the state parks and tributaries of the Chesapeake Bay. The program combines the youth's job needs with the need to maintain the State's parks and recreational areas and the Chesapeake Bay.

Title III: Employment and Training Assistance - Dislocated Workers

Funds received under Title III are used to provide retraining and other employment assistance to those who have been terminated or laid off and are unlikely to return to their previous industry or occupation. Based on recommendations from the Governor's Employment and Training Council, and consistent with the provisions of the Maryland Job Training Partnership Act, 75 percent of these funds are allocated to local Service Delivery Areas to meet the needs of dislocated workers in their area. The State retains the remaining 25 percent for statewide services or emergency assistance in the event of a major plant closing.

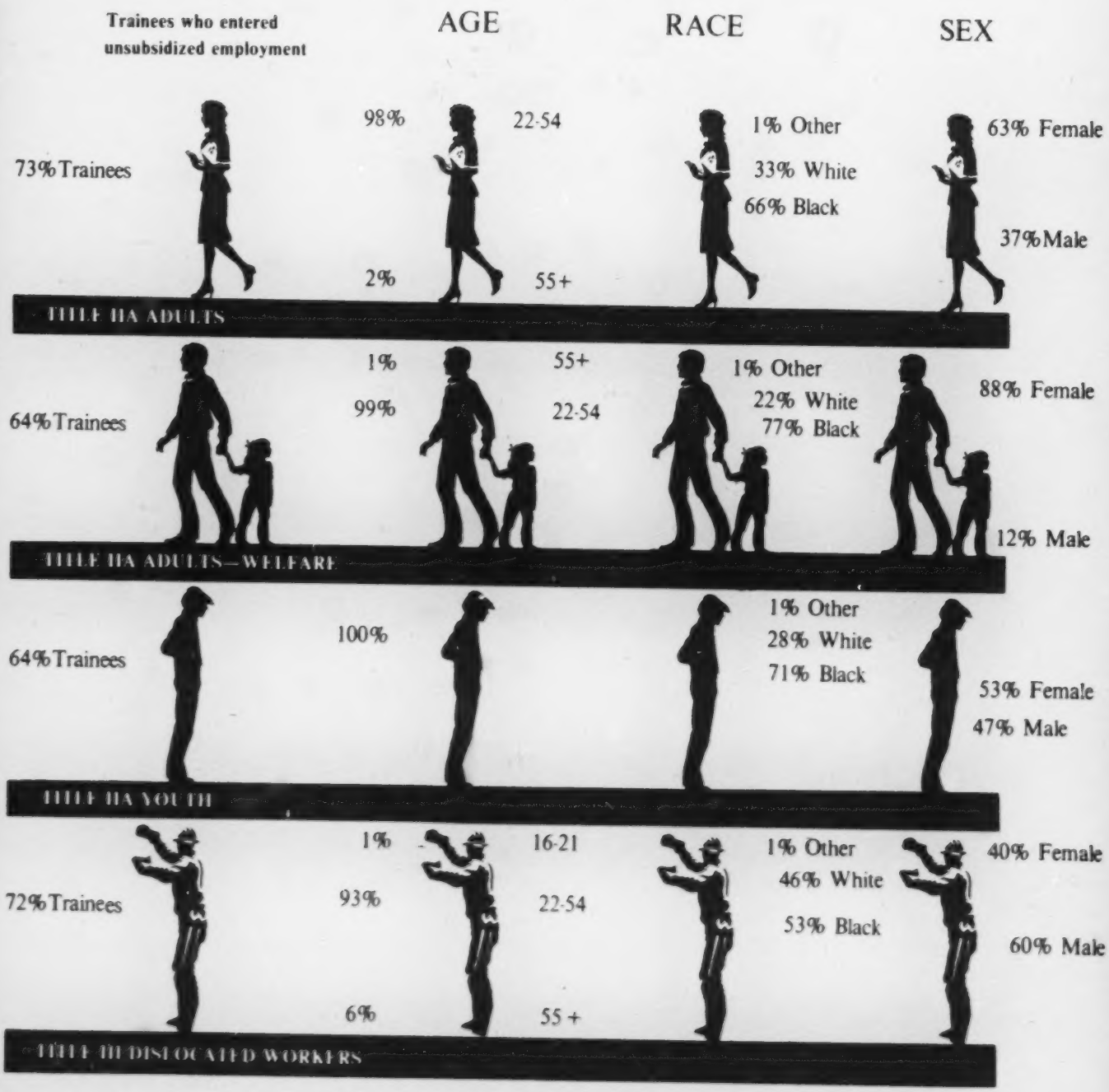
STATE FUNDS:
State Allowance Program

The State Allowance Program provides funds to support trainees and to enable them to complete training and job-placement programs. Needs-based payments are made to trainees to cover the cost of training-related expenses. The two-tier system provides additional funds for trainees who must pay day care costs in addition to transportation and other necessary expenses.

MARYLAND DEPARTMENT OF EMPLOYMENT AND TRAINING

Job Training Partnership Act-Selected Statewide Program Results

July 1, 1985-June 30, 1986



A SPECIFIC EXAMPLE OF PARTICIPANT SERVICES

The following is just one example of the method in which Job Training Partnership Act (JTPA) services may be provided to program participants. Because JTPA programs are implemented locally in Maryland by ten Service Delivery Areas (SDAs) there is no one specified procedure for delivery of services. It must be pointed out, however, that although the means of service may differ the end goal of private sector placement is the same throughout the Service Delivery Area system.

Participant Profile: A 24 year old public assistance recipient with a GED and a small child, has read an advertisement in the local newspaper for qualified persons to apply for clerk typist training through a local Service Delivery Area job training office. She calls the office to get information about the eligibility requirements and to find out what information she will need to apply for training. The office receptionist responds to her inquiry and gives her the office hours.

ELIGIBILITY REQUIREMENTS

Upon visiting the local office, the applicant completed the Applicant Profile Form. The applicant was then introduced to an interviewer who determined her eligibility. Eligibility is based on the applicant's age, residency and income for the past six months. The applicant was determined eligible for enrollment in the program that day.

TESTING

The applicant was tested for word recognition, reading comprehension and math skills. The results of the tests were used by a vocational counselor to help determine a vocational plan for the applicant based on her skills and abilities.

SELECTION

The applicant's qualifications were reviewed by a Selection Committee responsible for selecting all participants for training. This applicant qualified and was selected for clerk typist training.

CAREER PLANNING

Before training, however, the applicant had to enroll in a nine day career planning course to learn to deal with the stress and pressures associated with unemployment, to develop education and employment goals, to learn to deal with conflict, to determine other resources available to assist her, to assess her skills and interests, to enable her to review the career information system, and to develop job seeking skills, i.e., setting career goals, preparing a resume, developing job search techniques, completing job applications, and handling interviews. The applicant received a certification upon completion of this workshop.

VOCATIONAL TRAINING

The local job training office has the choice of either hiring someone to provide training or reimbursing an employer for training the applicant. The training is usually a short term work experience of six to eight weeks. Training may also be held at a specific school as well as at a community college. This applicant completed clerk typist training at the local community college.

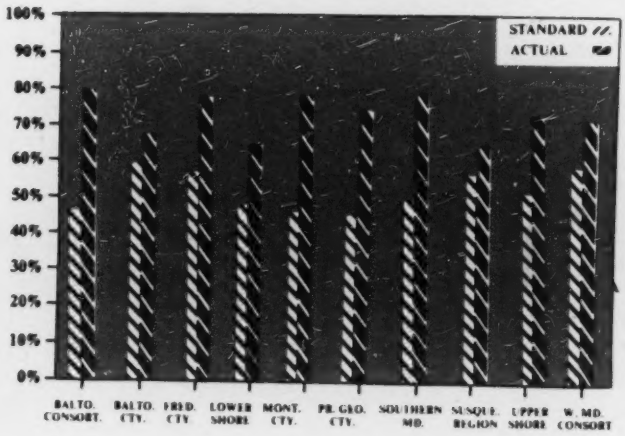
JOB SEARCH

After training, the applicant was enrolled in another workshop where job search techniques were reviewed and her resume was updated. As a result, the applicant was ready to search out and obtain employment.

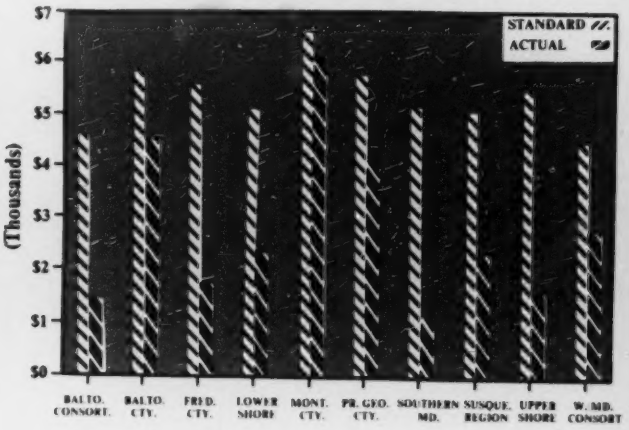
During this entire training period the applicant received a small stipend to cover transportation and child care expenses.

Maryland Department of Employment and Training
Comparison of SDA Performance With Performance Standards
FY'86 (July 1, 1985 - June 30, 1986)

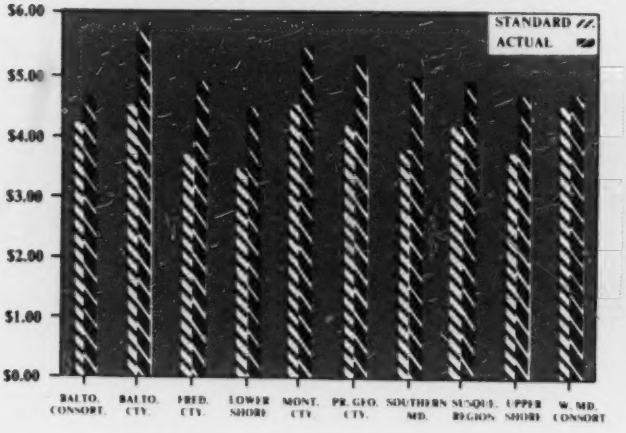
ADULT ENTERED EMPLOYMENT RATE



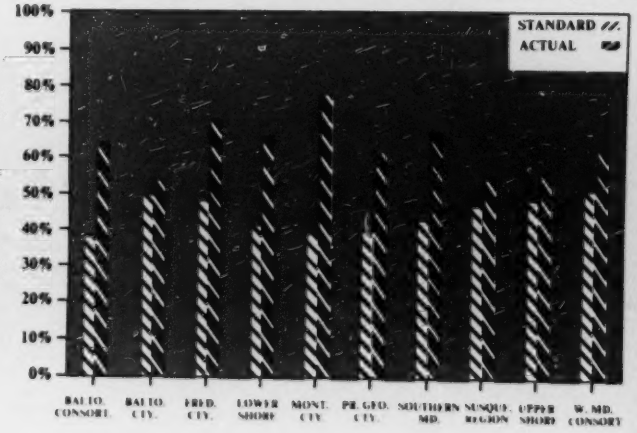
ADULT COST PER ENTERED EMPLOYMENT



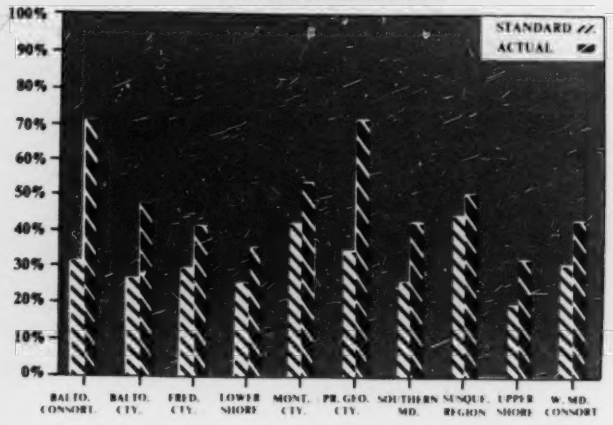
ADULT AVERAGE WAGE AT PLACEMENT



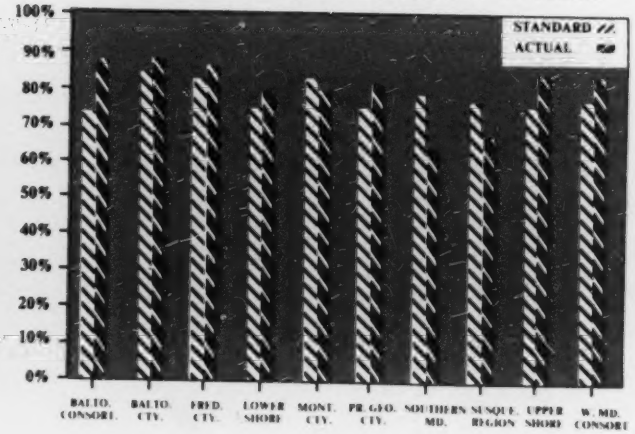
ADULT WELFARE ENTERED EMPLOYMENT RATE



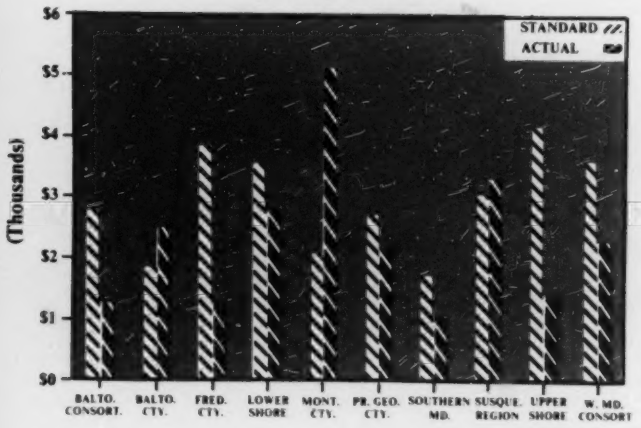
YOUTH/ENTERED EMPLOYMENT RATE



YOUTH POSITIVE TERMINATION RATE



YOUTH/COST PER POSITIVE TERMINATION



Measures used to judge the performance of Service Delivery Areas (SDA) have been identified by the U.S. Department of Labor (DOL) for use in JTPA programs nationwide. For each standard DOL has developed an objective methodology for determining the expected level of performance by each SDA. The calculations employed in determining these standards take into account both local labor market conditions and the characteristics of people served by the SDA. Because local factors vary, performance standards for each also vary.

Poverty Income Guidelines For All States Except Alaska And Hawaii And The District Of Columbia

Size of Family Unit	Poverty Guidelines
1	$ 5,250
2	7,050
3	8,850
4	10,650
5	12,450
6	14,250
7	16,050
8	17,850

For family units with more than 8 members, add $1,800 for each additional member.

70% Lower Living Standard Income Level — Maryland Counties/SDAs

Area	Family Size						For Each Member Over 6 Add
	1	2	3	4	5	6	
Baltimore County SDA	4,380	6,940	9,520	11,750	13,870	16,220	2,350
Baltimore Metropolitan SDA	4,380	6,940	9,520	11,750	13,870	16,220	2,350
Frederick County SDA	4,890	7,610	10,450	12,890	15,210	17,790	2,580
Lower Shore SDA	3,950	6,720	8,650	10,670	12,600	14,730	2,130
Montgomery County SDA	4,890	7,610	10,450	12,890	15,210	17,790	2,580
Prince George's County SDA	4,890	7,610	10,450	12,890	15,210	17,790	2,580
Southern Maryland SDA							
Calvert County	4,890	7,610	10,450	12,890	15,210	17,790	2,580
Charles County	4,890	7,610	10,450	12,890	15,210	17,790	2,580
St. Mary's County	3,950	6,720	8,650	10,670	12,600	14,730	2,130
Susquehanna Region							
Cecil County	4,170	6,720	8,650	10,670	12,600	14,730	2,130
Harford County	4,380	6,940	9,520	11,750	13,870	16,220	2,350
Upper Shore SDA	3,950	6,720	8,650	10,670	12,600	14,730	2,130
Queen Anne's County	4,380	6,940	9,520	11,750	13,870	16,220	2,350
Western Maryland SDA							
Allegany County	4,170	6,840	9,390	11,590	13,680	15,990	2,310
Washington County	4,170	6,840	9,390	11,590	13,680	15,990	2,310
Garrett County	3,950	6,470	8,890	10,970	12,940	15,140	2,200

Apprenticeship and Training Council Programs

The National Aeronautics and Space Administration (NASA), The United States Department of Defense, The University of Maryland, The City of Baltimore and Physicians Memorial Hospital have all discovered a cost effective method of training new employees: apprenticeship. Apprenticeship, a method of job training whose origins date back to the ancient Egyptians and Greeks, is used today to train individuals in high tech, medicine, construction, and services. Once associated with closed craft guilds, apprenticeships are now a wide open field for entry by women and minorities. The Maryland Apprenticeship and Training Council (MATC), the regulatory body for apprenticeships in Maryland, reports that there are over 5,000 actively registered apprentices in Maryland

The University of Maryland has used apprenticeships to solve a labor problem familiar to the private sector: finding good new help, training the new labor, and then losing the workers to competition in the private sector. The Maryland Apprenticeship and Training Council, working with the University of Maryland developed apprenticeship programs for locksmiths and automobile mechanics as a way to train and retain experienced workers in skilled areas. MATC assisted the university with developing its proposal, and MATC staff made certain the program contained the necessary State law and regulations within their standards. The MATC provides this assistance to all employers who wish to start an apprenticeship program.

NASA has taken advantage of apprenticeships to train new technicians for its operations at the Goodard Space Center. Apprentices attend classes at Montgomery Community College to supplement their on-the-job training (O-J-T). Classroom instruction, either on-site or at a community college, is a required component of an apprenticeship program. Maryland distributes funds to apprenticeship programs according to a formula analyzing the number of apprentices and the hours of training. Maryland ranks 23rd in funding support of the apprenticeship system, with an average of $110 per year spent per apprentice.

Today, the use of apprenticeships continues to grow. Nearly one out of every one thousand Marylanders is registered in an apprenticeship program, and approximately one thousand employers will sponsor apprentices. From training silversmiths to high tech electronic technicians, apprenticeships have evolved and changed with the times.

MARYLAND APPRENTICESHIP AND TRAINING COUNCIL

State Statistics - Fiscal Year 1986

Registered Program Sponsors*	579
Number of Participating Employers	1,848
Number of Registered Apprentices	5,406
Number of Occupations Represented	139
Number of Veterans Apprentices Registered	779
Minorities	329
Females	12

Fiscal Year Comparisons of Participating Apprentices

	FY 84	FY 85	FY 86
Total Participants	4,564	4,768	5,406
Minority	1,345	1,451	1,610
Females	257	317	369

*Registered Program Sponsor - An employer and/or employer group (union or non-union) operating an apprenticeship program evidenced by a Certificate of Registration issued by the Maryland Apprenticeship and Training Council

Apprenticeship Training Participant Information Fiscal Year 1986

Sex & Ethnic Composition of Individuals Who Initially Registered for Training

White	1,905
Black	677
Oriental	12
American Indian	12
Spanish American	18
Other	12
Totals	2,626
(Females	276)

Sex & Ethnic Composition of the Total Number of Individuals Who Participated in Training

White	3,796
Black	1,509
Oriental	22
American Indian	30
Spanish American	28
Other	21
Total	5,406
(Females	369)

Sex & Ethnic Composition of Individuals Who Completed Training

White	624
Black	167
Oriental	4
American Indian	7
Spanish American	8
Other	1
Total	811
(Females	69)

FY 1986 Apprenticeship Related Instruction Program

Trade Titles	No. of Apprentices Enrolled	Trade Titles	No. of Apprentices Enrolled
ELECTRICIAN	1288	ROOFER	42
CARPENTER	450	AIR CONDITIONING MECHANIC	37
PLUMBER	263	POWER LINE TECHNICIAN	36
WASTE WATER TREATMENT PLANT OPERATOR	171	NURSE(ADN)	32
MACHINIST	131	MAINTENANCE ELECTRICIAN	30
LONGSHOREMAN CHECKER	119	OPERATING ENGINEER	29
IRONWORKER	116	PUMP TECHNICIAN	27
PLUMBER/PIPEFITTER	112	METAL FABRICATOR	26
STEAMFITTER	106	MEATCUTTER	24
GERIATRIC AIDE	102	UTILITY SYSTEM REPAIR OPERATOR	23
SHEET METAL WORKER	101	FIREFIGHTER/MEDIC	18
DRYWALL APPLICATOR	96	EMERGENCY MEDICAL TECHNICIAN/PARAMED	18
STATIONARY ENGINEER	65	CHEMICAL OPERATOR	17
PRINTER	64	NURSING ASSISTANT	17
BRICKLAYER	61	MAINTENANCE MECHANIC (BUILDING)	12
WATER TREATMENT PLANT OPERATOR	61	DISPLAY MAKER	10
CABINETMAKER	56	SHEET METAL MECHANIC (MANUF)	10
INSULATION MECHANIC	53	CONSTRUCTION EQUIPMENT MECHANIC	9
PAINTER/DECORATOR	53	DIETETIC ASSISTANT	8
MORTICIAN	51	TEMPERATURE CONTROL TECHNICIAN	7
AUTOMOBILE MECHANIC/TECHNICIAN	50	ELECTRONIC TECHNICIAN	6
COOK	48	HORSE TRAINER	3
TOOL & DIE MAKER	46	ELEVATOR MECHANIC	3
MAINTENANCE MECHANIC	45	MECHANICAL ENGINEER TECHNICIAN	3
UPHOLSTERER	44	OFFICE MACHINES SERVICER	1
SPRINKLERFITTER	42	LOCKSMITH	1
		HVAC MECHANIC	1

TOTAL 4244

*The above numbers represent those apprentices who are receiving related instruction funding support

Summary of FY-1986 Apprenticeship Related Instruction Programs 4/1/86

GRANTEE	EST. # OF APPR.	FY 86 INITIAL ALLOC.	ACTUAL # OF ENROLL.	CONTRACT AMOUNT
ALLEGANY COMMUNITY COLLEGE	108	$18,195	87	$14,565
ANNE ARUNDEL COMMUNITY COLLEGE	606	$88,189	488	79,128
CATONSVILLE COMMUNITY COLLEGE	1271	$239,874	1,204	$221,510
CATONSVILLE COMMUNITY COLLEGE (Instructor In-Service Prog)				$13,811
CATONSVILLE COMMUNITY COLLEGE (Appr. Center Coordinator)				$4,038
CECIL COMMUNITY COLLEGE	9	$1,332	19	$2,010
CHARLES COUNTY BOARD OF EDUCATION	16	$2,880	16	$2,880
CHARLES COUNTY COMMUNITY COLLEGE	191	$28,675	130	$18,120
CHESAPEAKE COLLEGE	30	$4,680	30	$4,680
COMMUNITY COLLEGE OF BALTIMORE	490	$75,000	402	$60,300
DORCHESTER COUNTY BD. OF EDUCATION	18	$2,592	9	$1,296
DUNDALK COMMUNITY COLLEGE	75	$17,760	199	$30,615
ESSEX COMMUNITY COLLEGE	390	$61,661	360	$61,563
FREDERICK COMMUNITY COLLEGE	114	$17,319	63	$9,180
HAGERSTOWN JUNIOR COLLEGE	260	$37,560	221	$31,374
HARFORD COMMUNITY COLLEGE	172	$26,832	163	$25,596
HOWARD COMMUNITY COLLEGE	30	$5,040	36	$7,032
MONTGOMERY COLLEGE	136	$28,288	124	$24,544
MONTGOMERY COUNTY PUBLIC SCHOOLS	60	$8,700	58	$8,448
PRINCE GEORGE'S COMMUNITY COLLEGE	463	$75,736	363	$62,244
PRINCE GEORGE'S COUNTY BD. OF EDUC	286	$39,024	157	$23,472
ST. MARY'S COUNTY BD OF EDUCATION	91	$13,594	31	$4,468
WICOMICO COUNTY BD OF EDUCATION	9	$1,998	7	$1,323
WOR-WIC TECH COMMUNITY COLLEGE	42	$7,350	9	$1,296
UNIVERSITY OF MD-COLLEGE PARK	50	$8,400	48	$8,064
UNIVERSITY OF MD-COLLEGE PARK (Instructor In-Service Develop)				$20,000
SUB-TOTALS	4917	$810,899	4,244	$741,557
GRAND TOTAL				$741,557
				(4,244)

Total FY 1986 Apprenticeship Related Instruction
Funds Available = $839,123

Initial Allocations Are Based On Proposals Received Prior To 6-1-85. Grants Are Based On Actual Registered Apprentice Enrollments.

Maryland Apprenticeship and Training Council
Membership List

EMPLOYEE REPRESENTATIVE

Bernard Carpenter, Chairman
Callas Construction, Inc.
Steamfitters Training School
1201 66th Street
Baltimore, Maryland 21237
866-5313
Term Expires - 6/30/88

Edwin Legg
Baltimore Ironworkers, JAC
2008 Merritt Avenue
Baltimore, Maryland 21222
282-6650
Term Expires - 6/30/87

Wilmer Webster
Baltimore Carpenters, JAC
9505 Harford Road
Baltimore, Maryland 21234
882-5080
Term Expires - 6/30/89

Richard D. Beals
The Lower Shore Shelter
Workshop
Post Office Box 1692
Salisbury, Maryland 21801
749-6183
Term Expires - 7/1/90

PUBLIC REPRESENTATIVE

Joseph Boston, Jr.
3817 Grantley Road
Baltimore, Maryland 21215
466-5803
Term Expires - 6/30/90

EMPLOYER REPRESENTATIVES

Richard Kershner
Callas Construction, Inc.
Box 888
Hagerstown, Maryland 21741
1-842-2948
Term Expires - 6/30/89

Jack Beck
Enterprise Electric Co.
4202 Shannon Drive
Baltimore, Maryland 21213
488-8200
Term Expires - 6/30/88

Mary Podmostko
ABC - Washington Chapter
7009 Varnum Street
Landover Hills, Maryland 20784
1-731-6200
Term Expires - 6/30/87

Patricia B. Scales
8214 Alcoa Drive
Ft. Washington, Maryland 20784
1-399-1500 (work) 1-567-9429 (home)
Term Expires - 7/1/90

WORKLINE

Dial the telephone number that answers your questions about jobs, unemployment insurance, and the labor market.

Nobody likes to be put on hold. You want answers to questions as easily and quickly as possible. The Department of Employment and Training's (DET) audiotape library, WORKLINE, gives answers to your questions 24 hours a day, 7 days a week.

Simply dial 1-800-DET-WORK and then use the buttons on your telephone to punch in your selected message identification number.

WORKLINE gives answers to questions asked by employers, employees, Unemployment Insurance claimants, and job seekers. Information is included on unemployment insurance, the labor market, job search skills, and employment and training programs. Most of the tapes are two to five minutes in length.

Need Additional Information?

After listening to a tape, you can get more details or assistance by calling DET's toll-free HELPLINE during business hours at 1-800-422-5627.

How To Use Workline

For each tape you wish to listen to, just follow these two easy steps:

With A Push Button Phone

1. Dial 1-800-DET-WORK (1-800-338-9675).
2. When the computer requests an identification number, punch in 6055 and the three digits of the tape you want to hear.

With A Rotary Dial or Pulse Phone

1. Dial 1-800-DET-WORK (1-800-338-9675) during normal business hours.
2. Stay on the line until the computer says "standby for operator." When the operator comes on the line, tell the operator the number of the tape you want to hear.

Need More Brochures?

1. Dial 1-800-DET-WORKLINE (1-800-338-9675).
2. When the computer requests an identification number, punch in DET COPY or 338-2679. (Callers with rotary dial or pulse phones should call during business hours and wait for an operator to assist you.)
3. After listening to the taped message, leave your name, address, and the number of brochures you want.

WORKLINE Tapes

Tape Identification Number	Tape Title

UNEMPLOYMENT INSURANCE

INFORMATION FOR CLAIMANTS:

6055-121	What is Unemployment Insurance?
6055-122	How much can I receive and for how long?
6055-123	How do I file a claim?
6055-124	What happens if I quit my last job?
6055-125	What happens if I am fired from my job?
6055-126	What if I am not eligible and how do I appeal?
6055-127	What happens in an appeal hearing?
6055-128	What if I am overpaid benefits?
6055-129	What are my responsibilities as a claimant?
6055-130	What happens if I become sick or disabled while receiving benefits?
6055-131	Can I go to work part-time and still collect benefits?
6055-132	What happens if I receive severance pay or pension?
6055-133	What happens to my unemployment checks if I move?
6055-134	What happens if my unemployment insurance claim is audited?
6055-135	What is unemployment insurance fraud?
6055-137	What happens if my check is late or if I don't get a check?
6055-138	How can DET's computers help me as a client?

INFORMATION FOR EMPLOYERS:

6055-140	Am I liable for unemployment insurance taxes?
6055-141	How is my unemployment insurance tax rate determined?
6055-142	Are all benefits paid to my former employees charged to my account?
6055-143	How can I appeal a decision to pay benefits to a former employee?
6055-144	How can I protest my benefit charges?
6055-145	How can I protest my tax rate?
6055-146	How can I control my unemployment insurance costs?
6055-147	What is the Work Sharing Program?
6055-148	Why does DET conduct audits of business records?
6055-149	What factors affect unemployment insurance tax rates?
6055-186	How can DET's computers help me as an employer?

JOB TRAINING AND PLACEMENT

INFORMATION FOR JOB SEEKERS:

6055-151	Where do I go to look for a job or job training?
6055-152	What is the Maryland Job Service and how can it help me?
6055-153	How can I use the Maryland Job Service to look for a job?
6055-154	How can the Maryland Job Service help me look for a job if I'm a Veteran?
6055-155	How can the Maryland Job Service help me make a job-finding plan?
6055-156	How can the Maryland Job Service's counseling and testing programs help me find a job?
6055-157	How can the Maryland Job Service's job placement and job development programs help me find a job?
6055-158	How can Job Clubs help me find a job?
6055-159	What is available for youth looking for a job?
6055-166	What services are available to me if I am receiving Aid to Families with Dependent Children (AFDC)?
6055-167	How can I find out about apprenticeship programs?
6055-168	How can the Maryland Job Service help me if I'm out of work because the goods I made are now imported?
6055-187	What retraining programs are available for hospital workers facing layoffs?

INFORMATION FOR EMPLOYERS:

6055-150	How can the Maryland Job Service help an employer find the right person for the job?
6055-152	What is the Maryland Job Service and how can it help me?
6055-160	As an employer, how can the Maryland Job Service help me with advertising and recruiting to fill job openings?
6055-161	What are Job Service Employer Committees and how can they help me as an employer?
6055-163	As an employer, how can the Maryland Job Service testing program help me?
6055-164	How can the National Job Service help me find the best employees?
6055-165	How can an employer get a Federal tax credit for hiring certain persons?
6055-169	How can the Maryland Job Service help me if I'm looking for farmwork or I am a farmworker?
6055-188	If an employer is comtemplating a plant closing, what are the voluntary guidelines under the Economic Stabilization Act?
6055-189	Under the Economic Stabilization Act, what services are available for employers comptemplating a plant closing?

SERVICE DELIVERY AREA'S

Job Training and Placement Programs for:

6055-170	What is a Service Delivery Area?
6055-171	Harford and Cecil Counties
6055-172	Somerset, Wicomico and Worcester Counties
6055-173	Frederick County
6055-174	Baltimore City, Anne Arundel, Carroll and Howard Counties
6055-175	Allegany, Garrett and Washington Counties
6055-176	Baltimore County
6055-177	Montgomery County
6055-178	Prince George's County
6055-179	Calvert, Charles and St. Mary's Counties
6055-180	Kent, Queen Anne's, Caroline, Talbot and Dorchester Counties

JOB SEARCH SKILLS

6055-190	What techniques should I use for writing a successful resume?
6055-191	Overcoming interview jitters—how can I sell myself at an interview?
6055-192	Self confidence—how do I get it?
6055-193	Succeeding by creating a good first impression
6055-194	Self-evaluation for finding the right job
6055-100	What new programs are available through DET?

LOCAL DET OFFICE DIRECTORIES

6055-101	Baltimore Metropolitan Area
6055-102	Eastern Shore
6055-103	Northern and Central Maryland
6055-104	Southern Maryland
6055-105	Maryland Suburbs of D.C. and Western Maryland

LABOR MARKET INFORMATION

(Updated Monthly)

6055-111	What kinds of employment and occupational information are available from Research and Analysis?
6055-113	The latest employment estimates for the State of Maryland
6055-114	The latest employment estimates for the Baltimore Metropolitan Area
6055-115	The latest employment estimates for the Maryland Suburbs of the Washington, D.C. Metropolitan Area
6055-116	The latest employment estimates for the Western Maryland Area
6055-117	The latest employment estimates for the Eastern Shore and Southern Maryland

MARYLAND Department
of Employment and Training

1100 North Eutaw Street Balto., Md. 21201